

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
February 2006



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

| CLASS TITLE | CLASS CODE | ANNUAL RANGE |
|--|------------|---------------------|
| ABC Assistant Special Agent in Charge (J) | 38678 | \$36,432 - \$58,296 |
| ABC Special Agent 1 (J) | 38671 | \$29,340 - \$46,944 |
| ABC Special Agent 2 (J) | 38672 | \$31,944 - \$51,108 |
| ABC Special Agent 3 (J) | 38677 | \$34,848 - \$55,752 |
| ABC Special Agent In-Charge (J) | 38673 | \$39,420 - \$63,072 |
| Agriculture Enforcement Officer (J) | 32231 | \$31,944 - \$51,108 |
| Agriculture Enforcement Officer Supervisor (J) | 32232 | \$34,848 - \$55,752 |
| Bomb & Arson Assistant Director – C&I (J) | 38464 | \$39,420 - \$63,072 |
| Bomb & Arson Special Agent 1 – C&I (J) | 38461 | \$29,340 - \$46,944 |
| Bomb & Arson Special Agent 2 – C&I (J) | 38462 | \$31,944 - \$51,108 |
| Bomb & Arson Special Agent 3 – C&I (J) | 38460 | \$34,848 - \$55,752 |
| Bomb & Arson Special Agent-In-Charge (J) | 38463 | \$37,896 - \$60,636 |
| Capitol Police Officer (J) | 38615 | \$22,896 - \$36,636 |
| Capitol Police Sergeant (J) | 38616 | \$25,920 - \$41,472 |
| Capitol Security Officer (J) | 38621 | \$17,808 - \$28,488 |
| Child Care Program Evaluator 1 (J) | 79636 | \$23,868 - \$38,184 |
| Child Care Program Evaluator 2 (J) | 79637 | \$27,036 - \$43,260 |
| Children’s Services Case Manager 1 (J) | 79183 | \$24,864 - \$39,780 |
| Children’s Services Case Manager 2 (J) | 79184 | \$28,188 - \$45,096 |
| Children’s Services Case Manager 3 (J) | 79185 | \$29,340 - \$46,944 |
| Children’s Services Case Manager 4 (J) | 79186 | \$31,944 - \$51,108 |
| Children’s Services Corporal (J) | 44272 | \$23,868 - \$38,184 |
| Children’s Services Lieutenant (J) | 44274 | \$28,188 - \$45,096 |
| Children’s Services Manager – Security (J) | 73525 | \$33,372 - \$53,400 |
| Children’s Services Officer (I,J,P) | 44271 | \$21,960 - \$35,136 |
| Children’s Services Sergeant (J) | 44273 | \$25,920 - \$41,472 |
| Children’s Services Team Coordinator (J) | 79187 | \$37,896 - \$60,636 |
| Commercial Driver’s License Examiner (J) | 36915 | \$21,072 - \$33,720 |
| Communications Dispatcher 1 (I, J) | 02751 | \$21,072 - \$33,720 |
| Communications Dispatcher 2 (J) | 02752 | \$22,896 - \$36,636 |
| Communications Dispatcher Supervisor (J) | 02753 | \$25,920 - \$41,472 |
| Community Services Assistant (J) | 06110 | \$17,016 - \$27,228 |
| Correctional Captain (J) | 45745 | \$31,944 - \$51,108 |
| Correctional Clerical Officer (I,J,P) | 45715 | \$21,960 - \$35,136 |
| Correctional Corporal (I, J) | 45742 | \$23,868 - \$38,184 |
| Correctional Lieutenant (J) | 45744 | \$28,188 - \$45,096 |
| Correctional Officer (I,J,P) | 45741 | \$21,960 - \$35,136 |
| Correctional Sergeant (J) | 45743 | \$25,920 - \$41,472 |
| Driver’s License Examiner (C,I,P) | 36921 | \$19,428 - \$31,080 |
| Emergency Management Area Coordinator (J) | 38350 | \$29,340 - \$46,944 |
| Epidemiologist (A) | 72510 | \$51,096 - \$81,756 |
| Field Supervisor 1 (J) | 79681 | \$30,612 - \$48,984 |
| Financial Aid Program Specialist (J) | 79192 | \$29,340 - \$46,944 |
| Food Service Assistant (A) | 42859 | \$16,260 - \$26,016 |
| Geographic Information Systems Analyst 3 (K) | 75587 | 900 |
| Golf Course Manager (K) | 62630 | \$27,036 - \$43,260 |
| Graduate Transportation Associate (A) | 76153 | 900 |
| Highway Response Operator 1 (J) | 62977 | \$21,960 - \$35,136 |
| Highway Response Operator 2 (J) | 62978 | \$24,864 - \$39,780 |
| Highway Response Operator Supervisor 1 (J) | 62670 | \$28,188 - \$45,096 |
| Highway Response Operator Supervisor 2 (J) | 62671 | \$31,944 - \$51,108 |
| Human Services Appeal Referee (J) | 79670 | \$31,944 - \$51,108 |
| Human Services Appeal Referee Supervisor (J) | 79671 | \$33,372 - \$53,400 |
| Human Services Investigative Specialist (J) | 36681 | \$27,036 - \$43,260 |
| Human Services Investigative Specialist Supervisor (J) | 36682 | \$30,612 - \$48,984 |
| Human Services Special Investigator (J) | 36683 | \$30,612 - \$48,984 |
| Inmate Relations Coordinator (J) | 45716 | \$23,868 - \$38,184 |
| Law Enforcement Information Coordinator (J) | 38610 | \$24,864 - \$39,780 |
| Law Enforcement Training Instructor (J) | 38871 | \$35,940 - \$53,412 |
| Law Enforcement Training Instructor Supervisor (J) | 38872 | \$38,028 - \$56,508 |
| Military Police Officer 1 (J) | 38604 | \$19,428 - \$31,080 |
| Military Police Officer 2 (J) | 38606 | \$21,072 - \$33,720 |
| Military Police Officer Supervisor (J) | 38605 | \$22,896 - \$36,636 |
| Park Interpretive Specialist 1 (J) | 77620 | \$21,960 - \$35,136 |
| Park Interpretive Specialist 2 (J) | 77621 | \$24,864 - \$39,780 |

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| Park Interpretive Specialist 3 (J) | 77622 | \$27,036 - \$43,260 |
| Park Manager 1 (J) | 77691 | \$28,188 - \$45,096 |
| Park Manager 2 (J) | 77692 | \$30,612 - \$48,984 |
| Park Manager 3 (J) | 77696 | \$33,372 - \$53,400 |
| Park Manager 4 (J) | 77693 | \$33,372 - \$53,400 |
| Park Ranger 1 (J) | 77611 | \$21,960 - \$35,136 |
| Park Ranger 2 (J) | 77612 | \$24,864 - \$39,780 |
| Parole Hearings Officer (J) | 78110 | \$29,340 - \$46,944 |
| Parole Hearings Regional Supervisor (J) | 78111 | \$33,372 - \$53,400 |
| Pharmacy Clerk (D) | 98610 | -- |
| Probation/Parole Manager 1 (J) | 78144 | \$30,612 - \$48,984 |
| Probation/Parole Manager 2 (J) | 78145 | \$37,896 - \$60,636 |
| Probation/Parole Officer 1 (I,J) | 78141 | \$23,868 - \$38,184 |
| Probation/Parole Officer 2 (J) | 78142 | \$27,036 - \$43,260 |
| Probation/Parole Officer 3 (J) | 78143 | \$29,340 - \$46,944 |
| Probation/Parole Program Specialist (J) | 78151 | \$30,612 - \$48,984 |
| Rehabilitation Assistant (J) | 06835 | \$19,428 - \$31,080 |
| Rehabilitation Instructor (J) | 71920 | \$29,340 - \$46,944 |
| Revenue Enforcement Assistant Director (J) | 75846 | \$40,956 - \$65,532 |
| Revenue Enforcement Manager (J) | 75845 | \$39,420 - \$63,072 |
| Revenue Enforcement Officer 1 (J) | 75841 | \$27,036 - \$43,260 |
| Revenue Enforcement Officer 2 (J) | 75842 | \$30,612 - \$48,984 |
| Revenue Enforcement Officer 3 (J) | 75840 | \$33,372 - \$53,400 |
| Revenue Enforcement Supervisor (J) | 75844 | \$36,432 - \$58,296 |
| Revenue Special Agent 1 (J) | 38651 | \$36,432 - \$58,296 |
| Revenue Special Agent 2 (J) | 38652 | \$39,420 - \$63,072 |
| Revenue Special Agent 3 (J) | 38653 | \$40,956 - \$65,532 |
| Revenue Special Agent Supervisor (J) | 38654 | \$42,564 - \$68,100 |
| Sentence Analyst 1 (J) | 78101 | \$23,868 - \$38,184 |
| Sentence Analyst 2 (J) | 78102 | \$27,036 - \$43,260 |
| Sentence/Docketing Management Supervisor (J) | 78103 | \$30,612 - \$48,984 |
| Sentence/Docketing Technician 1 (J) | 09840 | \$21,072 - \$33,720 |
| Sentence/Docketing Technician 2 (J) | 09841 | \$21,960 - \$35,136 |
| Sentence/Docketing Technician 3 (J) | 09842 | \$22,896 - \$36,636 |
| Social Counselor 1 (I, J) | 79631 | \$23,868 - \$38,184 |
| Social Counselor 2 (J) | 79632 | \$27,036 - \$43,260 |
| Social Counselor Supervisor (J) | 79633 | \$30,612 - \$48,984 |
| Special Agent - CID (J) | 36931 | \$35,172 - \$52,272 |
| Special Agent In Charge – CID (J) | 36932 | \$46,896 - \$69,696 |
| Tax Auditor 1 – Special (J) | 75805 | 900 |
| Tax Auditor 2 – Special (J) | 75806 | 900 |
| Tax Auditor 2 (J) | 75812 | \$33,372 - \$53,400 |
| Tax Auditor 3 (J) | 75813 | \$34,848 - \$55,752 |
| Tax Auditor 4 (J) | 75814 | \$39,420 - \$63,072 |
| Tax Auditor Supervisor – Special (J) | 75808 | 900 |
| Tax Auditor Supervisor (J) | 75815 | \$40,956 - \$65,532 |
| TBI Assistant Special Agent In-Charge CI (J) | 38699 | 900 |
| TBI Special Agent – Criminal Investigator 1 (J) | 38691 | 900 |
| TBI Special Agent – Criminal Investigator 2 (J) | 38692 | 900 |
| TBI Special Agent – Forensic Imaging Specialist (J) | 93865 | 900 |
| TBI Special Agent – Forensic Scientist 1 (J) | 77867 | 900 |
| TBI Special Agent – Forensic Scientist 2 (J) | 77868 | 900 |
| TBI Special Agent – Forensic Scientist Supervisor (J) | 77869 | 900 |
| TBI Uniformed Officer (J) | 38685 | 900 |
| THP Lieutenant (I, J) | 38633 | \$42,528 - \$63,204 |
| THP Sergeant (I, J) | 38632 | \$37,044 - \$55,056 |
| Trooper (I, J) | 38631 | \$30,528 - \$45,372 |
| Vocational Instructor – Forestry/Nursey/Landscaping (J) | 71935 | 900 |
| Vocational Instructor – Per Specialty (J) | 06860 | 900 |
| Vocational Rehabilitation Counselor 1 (J) | 79931 | \$22,896 - \$36,636 |
| Vocational Rehabilitation Counselor 2 (J) | 79932 | \$25,920 - \$41,472 |
| Website Developer 1 (K) | 75538 | 900 |
| Wildlife Biologist 2 (J) | 77932 | \$34,020 - \$52,836 |
| Wildlife Criminal Investigator (J) | 77925 | \$37,152 - \$57,696 |
| Wildlife Enforcement Assistant Manager (J) | 77980 | \$42,396 - \$65,832 |
| Wildlife Manager 1 (I,J) | 77981 | \$29,808 - \$46,296 |
| Wildlife Manager 2 (J) | 77982 | \$32,556 - \$50,556 |
| Wildlife Manager 3 (J) | 77983 | \$37,152 - \$57,696 |
| Wildlife Manager 4 (J) | 77984 | \$42,396 - \$65,832 |
| Wildlife Officer 1 (I,J) | 77921 | \$29,808 - \$46,296 |
| Wildlife Officer 2 (J) | 77922 | \$32,556 - \$50,556 |
| Wildlife Officer Supervisor (J) | 77923 | \$37,152 - \$57,696 |
| Wildlife Safety Officer 1 (J) | 77941 | \$34,020 - \$52,836 |
| Wildlife Safety Officer 2 (J) | 77942 | \$38,820 - \$60,288 |
| Wildlife Technician 1 (J) | 32911 | \$18,360 - \$28,524 |
| Wildlife Technician 2 (J) | 32912 | \$21,900 - \$34,020 |

LEGEND

- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective February 17, 2006.**
- B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED February 17, 2006.**
- C - Register will be ABOLISHED and REESTABLISHED effective February 13, 2006.**
- D - Job classification will be ABOLISHED February 17, 2006.**
- E - Job classification will have a TITLE CHANGE effective.**
- F - Job classification will have a change in SALARY effective.**
- G - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.**
- H - Job classification will have a change of Probationary Period from 6 months to 1 year.**
- I - Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.**
- J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective February 17, 2006.**
- K - Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective February 17, 2006.**
- L - Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.**
- M - Job classification changed examination method from Competitive to Non-Competitive.**
- N - Job classification will change from compensatory to cash overtime.**
- O - Job classification changed EEO Code.**
- P - Applicants submitting an application for this job classification must take the required computer-administered test.**



Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

A B C ASSISTANT SPECIAL AGENT-IN-CHARGE

SUMMARY: Under general supervision, is responsible for supervisory Alcoholic Beverage Commission investigative and compliance work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory level in the A B C Special Agent sub series. An employee in this class supervises a staff of A B C Special Agents in an assigned geographic region, performs a full range of criminal investigative and compliance inspection duties under the authority of the Alcoholic Beverage Commission, and assists the A B C Special Agent-In-Charge as assigned. This class differs from A B C Special Agent 3 in that an incumbent of the latter performs in a lead capacity. This class differs from A B C Special Agent-In-Charge in that an incumbent of the latter is a second-line supervisor and is responsible for all field investigations and operations in an assigned geographic region.

MINIMUM QUALIFICATIONS

Education and Experience: Three years with the State of Tennessee as an A B C Special Agent 2 or higher level classification in the A B C Special Agent job series.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.



ABC SPECIAL AGENT 1

SUMMARY: Under general supervision, is responsible for Alcoholic Beverage Commission investigative and compliance work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the ABC Special Agent sub-series. An employee in this class learns to perform a full range of criminal investigation and compliance inspection duties under the authority of the Alcoholic Beverage Commission. This class differs from ABC Special Agent 2 in that an incumbent of the latter functions at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory two year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time work performing or instructing in one or a combination of the following: criminal investigation work in a government setting, law enforcement, professional criminal law, or enforcement of drug or alcohol regulations.

Substitution of Experience for Education: Qualifying experience performing or instructing in criminal investigation work in a government setting, law enforcement, professional criminal law, and/or enforcement of drug or alcohol regulations may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, criminology, law enforcement, law, or sociology with an emphasis in criminal justice.

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in criminal justice, criminology, law enforcement, or sociology with an emphasis in criminal justice and two years of full-time work performing or instructing in one or a combination of the following: criminal investigation work in a government setting, law enforcement, professional criminal law, or enforcement of drug or alcohol regulations.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

ABC SPECIAL AGENT 2

SUMMARY: Under general supervision, is responsible for Alcoholic Beverage Commission investigations and compliance work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: * This is the working level class in the ABC Special Agent sub-series. An employee in this class performs a full range of criminal investigation and compliance inspection duties under the authority of the Alcoholic Beverage Commission. This class differs from ABC Special Agent 1 in that an incumbent of the latter functions at the entry level. This class differs from ABC Special Agent 3 in that an incumbent of the latter performs in a lead capacity.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work performing or instructing in one or a combination of the following: criminal investigation work in a government setting, law enforcement, professional criminal law, or enforcement of drug or alcohol regulations.

Substitution of Experience for Education: Qualifying experience performing or instructing in criminal investigation work in a government setting, law enforcement, professional criminal law, and/or enforcement of drug or alcohol regulations may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree in criminal justice, criminology, law enforcement, law, or sociology with an emphasis in criminal justice and experience equivalent to two years of full-time work performing or instructing in one or a combination of the following: criminal investigation work in a government setting, law enforcement, professional criminal law, or enforcement of drug or alcohol regulations.

OR

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in criminal justice, criminology, law enforcement, law, and/or sociology with an emphasis in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

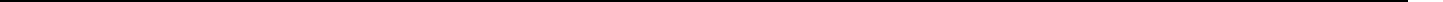
OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in criminal justice, criminology, law enforcement, or sociology with an emphasis in criminal justice and four years of full-time work performing or instructing in one or a combination of the following: criminal investigation work in a government setting, law enforcement, professional criminal law, or enforcement of drug or alcohol regulations.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.



A B C SPECIAL AGENT 3

SUMMARY: Under general supervision, is responsible for leading Alcoholic Beverage Commission investigations and compliance work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the A B C Special Agent sub-series. An employee in this class leads staff who conduct criminal investigations and compliance inspection duties under the authority of the Alcoholic Beverage Commission. This class differs from A B C Special Agent 2 in that an incumbent of the latter functions at the working level. This class differs from A B C Assistant Special Agent-In-Charge in that an incumbent of the latter functions at the first supervisory level, supervising a staff of A B C Special Agents in an assigned geographic region.

MINIMUM QUALIFICATIONS

Education and Experience: One year with the State of Tennessee as an A B C Special Agent 2.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

A B C SPECIAL AGENT-IN-CHARGE

SUMMARY: Under general supervision, is responsible for supervisory Alcoholic Beverage Commission investigative and compliance work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory level in the A B C Special Agent sub-series. An incumbent of this class is responsible for all field investigations and operations in an assigned geographic region under the authority of the Alcoholic Beverage Commission. This class differs from A B C Assistant Special Agent-In-Charge in that an incumbent of the latter is a first-level supervisor, supervising a staff of A B C Special Agents in an assigned geographic region, performing a full range of criminal investigative and compliance inspection duties, and assisting incumbents of this class as assigned. This class differs from A B C Chief Law Enforcement Officer in that the incumbent of the latter functions at the managerial level and is responsible for managing all field investigations and operations statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Four years with the State of Tennessee as an A B C Special Agent 2 or higher level classification in the A B C Special Agent job series.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

AGRICULTURE ENFORCEMENT OFFICER

SUMMARY: Under general supervision, performs wildfire, livestock, and unauthorized biological and chemical agent use enforcement and investigative work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Agriculture Enforcement Officer sub-series. An employee in this class is responsible for conducting the wildfire investigation program, enforcing livestock transportation, disease control, theft, and identification laws, and investigating crimes concerning the unauthorized use of biological and chemical agents regulated by the department, within a specific geographical area of the state. This class differs from Agriculture Enforcement Officer Supervisor in that an incumbent of the latter is responsible for supervising incumbents in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college with an Associate’s degree and experience equivalent to three years of full-time experience in criminal investigation or commissioned law enforcement work.

Substitution of Experience for Education: Qualifying full-time criminal investigation, commissioned law enforcement, fire protection, or agriculture codes inspection work may be substituted for the required education on a year-for- year basis to a maximum of two years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Education for Experience: Additional coursework at an accredited college or university may be substituted for the required experience, on a year-for-year basis to a maximum of two years (e.g., 45 quarter hours may substitute for one year of experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

AGRICULTURE ENFORCEMENT OFFICER SUPERVISOR

SUMMARY: Under general supervision, performs wildfire, livestock, and unauthorized biological and chemical agent use supervisory and managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory/managerial class in the Agriculture Enforcement Officer sub-series. An employee in this class is responsible for interpreting and implementing division policy concerning statewide wildfire, livestock enforcement, and unauthorized biological and chemical agent use and investigative activities and for supervising agriculture enforcement officers involved in conducting the wildfire investigation program, enforcing livestock transportation, disease control, theft, and identification laws, and investigating crimes concerning the unauthorized use of biological and chemical agents regulated by the department, within specific geographical areas of the state. This class differs from that of an Agriculture Enforcement Officer in that an incumbent of the latter is not responsible for supervisory or managerial work.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college with a Bachelor’s degree and experience equivalent to three years of full-time experience in criminal investigation or commissioned law enforcement work.

Substitution of Experience for Education: Qualifying full-time criminal investigation, commissioned law enforcement, fire protection, or agriculture codes inspection work may be substituted for the required education on a year-for- year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Education for Experience: Additional graduate coursework may be substituted for the required experience, on a year-for-year basis to a maximum of one year (e.g., 45 quarter hours may substitute for one year of experience).

OR

Experience equivalent to two years of full-time experience in agriculture law enforcement with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

BOMB AND ARSON ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for supervisory and managerial bomb and arson investigation work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for assisting in the direction of all staff within the statewide bomb and arson investigation section of the Department of Commerce and Insurance. This class differs from Bomb and Arson Special Agent-In-Charge in that an incumbent of the latter is responsible for supervising a small-sized staff within a specific geographical area of the state. This class differs from Bomb and Arson Director in that the incumbent of the latter is responsible for directing all bomb and arson investigation services on a statewide basis.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years full-time employment in arson investigation, criminal investigation, fire protection, or law enforcement, two of which must include supervision or lead-work experience.

Substitution of Experience for Education: Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the additional four years of required experience, two of which must include supervision or lead-work.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience), there being no substitution for the two years of experience which must include supervision or lead-work.

OR

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to five years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement, two of which must include supervision or lead-work.

OR

Two years of full-time lead or supervisory investigative experience as a Bomb and Arson Special Agent with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

BOMB AND ARSON SPECIAL AGENT 1 – C&I

SUMMARY: Under general supervision, is responsible for bomb and arson investigation work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Bomb and Arson Special Agent sub-series. An employee in this class learns to investigate the origin and circumstances of fires, explosions, and deaths caused by fires and explosions. This class differs from Bomb and Arson Special Agent 2 – C&I in that an incumbent of the latter functions at the working-level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree.

Substitution of Experience for Education: Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to one year of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.
- (13.) upon appointment, successfully complete the Bomb and Arson Fire Investigation Training program.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

BOMB AND ARSON SPECIAL AGENT 2 – C & I

SUMMARY: Under general supervision, is responsible for bomb and arson investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working-level class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class investigates the origin and circumstances of fires, explosions, and deaths caused by fires and explosions. This class differs from Bomb and Arson Special Agent 1 – C&I in that an incumbent of the latter functions at the entry-level in a training capacity. This class differs from Bomb and Arson Special Agent 3 – C&I in that an incumbent of the latter functions at the lead-level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

Substitution of Experience for Education: Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to two years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

OR

One year of full-time investigative experience as a Bomb and Arson Special Agent 1 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

BOMB AND ARSON SPECIAL AGENT 3 – C & I

SUMMARY: Under general supervision, is responsible for bomb and arson investigation work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead-level class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class leads subordinate staff and participates in investigating the origin and circumstances of the most complex fires, explosions, and deaths caused by fires and explosions in an assigned geographic division of the state. This class differs from Bomb and Arson Special Agent 2 – C&I in that an incumbent of the latter functions at the working level. This class differs from Bomb and Arson Special Agent-In-Charge – C&I in that an incumbent of the latter performs supervisory work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

Substitution of Experience for Education: Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to three years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

OR

One year of full-time investigative experience as a Bomb and Arson Special Agent 2 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

BOMB AND ARSON SPECIAL AGENT-IN-CHARGE – C & I

SUMMARY: Under general supervision, is responsible for bomb and arson investigation work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Bomb and Arson Special Agent – C&I sub-series. An employee in this class is responsible for supervising the work of a small sized staff of bomb and arson investigators within a specific geographical area of the state. This class differs from Bomb and Arson Special Agent 3 – C&I in that an incumbent of the latter is responsible for lead work. This class differs from Bomb and Arson Assistant Director – C&I in that the incumbent of the latter is responsible for assisting and directing the bomb and arson investigation section of the Department of Commerce and Insurance.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years full-time employment in arson investigation, criminal investigation, fire protection, and/or law enforcement.

Substitution of Experience for Education: Qualifying experience in arson investigation, criminal investigation, fire protection, and/or law enforcement may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in criminal justice may substitute for the required experience on a month-for-month basis to a maximum of 1 year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Graduation from an accredited college or university with an associate’s degree in criminology or fire protection and experience equivalent to four years of full-time employment in one or a combination of the following: arson investigation, criminal investigation, fire protection, or law enforcement.

OR

One year of full-time investigative experience as a Bomb and Arson Special Agent 3 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CAPITOL POLICE OFFICER

SUMMARY: Under general supervision, is responsible for security work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as part of a special security force in providing security services for the Tennessee State Capitol Building and grounds and the Tennessee Legislative Plaza. Employees in this class perform duties such as conducting visual and physical checks of buildings and grounds on a walking assignment; conducting surveillance activities to spot incidences of break-ins, theft and other criminal activities; providing security to state legislators, legislative staff, other governmental officials and visiting dignitaries, as needed; conducting investigations of reported criminal acts; and arresting individuals suspected of criminal activities. This class differs from Capitol Security Officer in that an incumbent of the latter performs routine security and traffic control work at other state locations and performs security work of lesser scope and complexity. This class differs from Capitol Police Sergeant in that an incumbent of the latter acts as a shift supervisor over employees in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time work in law enforcement or in providing protection and security for individuals, buildings, grounds, offices, or work areas; qualifying coursework in a criminal justice field from an accredited college, university, or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years. (Forty-five quarter hours, including at least nine quarter hours of criminal justice coursework, is required for a one year substitution. Ninety quarter hours, including at least fifteen quarter hours of criminal justice coursework, is required for a two year substitution.)

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (13.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CAPITOL POLICE SERGEANT

SUMMARY: Under general supervision, is responsible for supervisory security work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as part of a special security force in supervising a small staff of Capitol Police Officers providing security services for the Tennessee State Capitol Building and grounds and the Tennessee Legislative Plaza. This class differs from Capitol Police Officer in that an incumbent of the latter functions at the working level. This class reports to and differs from Capitol Police Assistant Chief in that the incumbent of the latter assists in directing all operations and activities of the Capitol Police Force.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time work in law enforcement or in providing protection and security for individuals, buildings, grounds, offices, or work areas; qualifying coursework in a criminal justice field from an accredited college, university, or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years. (Forty-five quarter hours, including at least nine quarter hours of criminal justice coursework, is required for a one year substitution. Ninety quarter hours, including at least fifteen quarter hours of criminal justice coursework, is required for a two year substitution.)

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (13.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CAPITOL SECURITY OFFICER

SUMMARY: Under general supervision, is responsible for security duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a full range of security duties on property owned, leased, or under control of state government in the capitol area, or other geographical areas.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time police or security-related experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (13.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILD CARE PROGRAM EVALUATOR 1

SUMMARY: Under close supervision, is responsible for learning to perform professional child care facility program evaluation work of average difficulty in the regulation of licensed or certified child care facilities and programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the professional Child Care Program Evaluator sub-series. An employee in this class learns to examine child care facilities for adherence with licensure and certification regulations, to investigate complaints against child care facilities, and to make recommendations for issuance, denial, or approval of licensure or certification. This class differs from that of Child Care Program Evaluator 2 in that the latter performs at the working level under general supervision.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILD CARE PROGRAM EVALUATOR 2

SUMMARY: Under general supervision, is responsible for professional child care program evaluation work of average difficulty in regulation of licensed or certified child care facilities and programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the professional Child Care Program Evaluator sub-series. An employee in this class examines child care facilities for adherence with licensure and certification regulations, investigates complaints against licensed and unlicensed child care facilities, and makes recommendations for issuance, denial, or approval of licensure or certification. This class differs from that of Child Care Program Evaluator 1 in that the latter functions in an entry level capacity under immediate supervision.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of experience in one or a combination of the following: 1) professional child care program evaluation or administration, 2) professional care of children, 3) professional education, 4) professional social services, 5) professional inspection of facilities for compliance with fire, safety, or health regulations, or 6) non-professional experience assisting teachers or in child care at a facility licensed or certified by a local, state, or federal government.

Substitution of Education for Experience: Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of one year: (1) Education Administration; (2) Educational or Developmental Psychology; (3) Early Childhood or Elementary Education; or (4) any field related to child care (e.g., 36 graduate quarter hours may be substituted for one year of required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN'S SERVICES CASE MANAGER 1

SUMMARY: Under general supervision, is responsible for professional case management work of routine difficulty, and performs related work as required.

DISTINGUISHING FEATURES: This is the trainee/entry level class in the Children's Services Case Manager job series. An employee in this class learns to perform a variety of case management duties for children under State supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 2* in that an incumbent of the latter is fully trained and functions at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN'S SERVICES CASE MANAGER 2*

SUMMARY: Under general supervision, is responsible for professional case management work of average difficulty, and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Children's Services Case Manager job series. An employee in this class is responsible for providing case management services to children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 1* in that an incumbent of the latter performs entry level case management work. This class differs from Children's Services Case Manager 3 in that an incumbent of the latter is responsible for training and leading other case managers.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional work providing child welfare services including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN’S SERVICES CASE MANAGER 3

SUMMARY: Under general supervision, is responsible for professional case management work of considerable difficulty and lead work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead level class in the Children's Services Case Manager job series. An employee in this class is responsible for leading and training subordinates in the performance of case management work for children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 2* in that an incumbent of the latter performs working level case management work. This class differs from Children's Services Case Manager 4 in that an incumbent of the latter performs supervisory work over an entire case management team or single/small residential program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of professional experience providing child welfare services including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

Substitution of Graduate Education for Experience: A graduate degree in social work or a related behavioral science field may be substituted for the required experience on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours may be substituted for one year of required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN'S SERVICES CASE MANAGER 4

SUMMARY: Under general supervision, is responsible for professional case management supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first full supervisory class in the Children's Services Case Manager job series. An employee in this class is responsible for the supervision of staff who are providing case management services for children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 3 in that an incumbent of the latter performs lead level case management work. This class differs from Children's Services Team Coordinator in that an incumbent of the latter is responsible for managing operations and programs in a regional or field office or multiple/large residential programs and supervises members of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a master's degree in social work or a related behavioral science field with a child or family focus and experience equivalent to three years of full-time professional child welfare case work including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

OR

Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to five years of full-time professional child welfare case work including, but not limited to, one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

CHILDREN’S SERVICES CORPORAL

SUMMARY: Under general supervision, performs children’s services supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Children’s Services Officer sub-series. An employee in this class supervises a small staff of Children’s Services Officers in a residential setting or may perform certain specific non-supervisory assignments. An employee in this class may be assigned to work on a fixed or rotating schedule. This class differs from Children’s Services Officer in that an incumbent of the latter performs non-supervisory children’s services duties at the working-level. This class differs from Children’s Services Sergeant in that an incumbent of the latter is a second line supervisor and may function as an assistant shift supervisor at a large institution or a supervisor of two shifts at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time children’s services work in a residential setting.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN'S SERVICES LIEUTENANT

SUMMARY: Under direction, is responsible for supervisory children’s services work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Children’s Services Officer sub series. An employee in this class is assigned to work in an institutional setting providing student and officer supervision as the shift supervisor at a large institution or the supervisor of a 24 hour schedule at a smaller institution. This class differs from Children’s Services Sergeant in that an incumbent of the latter is responsible for acting as an assistant shift supervisor at a large institution or as a supervisor of two shifts at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time increasingly responsible youth or adult security work including, at least, one year of supervisory or lead experience and one year of residential youth security work.

Necessary Special Qualifications: Applicants for this class must:

- (1.)be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN’S SERVICES MANAGER - SECURITY

SUMMARY: Under direction, is responsible for professional children’s services security managerial work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the security program at a state youth correctional institute. The incumbents of this class are responsible for the overall security of a state youth correctional institute including the implementation of policies and procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science or other related acceptable field and experience equivalent to substantial (five or more years) of full-time increasingly responsible youth or adult security related work including, at least, two years of supervisory experience and one year of correctional security experience; qualifying full-time experience in security work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in a social or behavioral science or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN’S SERVICES OFFICER

SUMMARY: Under immediate supervision, performs children’s services work of average difficulty in the supervision, observation, and security of youths; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Children’s Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student supervision and may be assigned to work a fixed or other schedule. This class differs from Children’s Services Corporal in that an incumbent of the latter performs supervisory duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs **OR** certify that they have not used any controlled substance illegally within the past twelve months.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

CHILDREN’S SERVICES SERGEANT

SUMMARY: Under general supervision, performs supervisory children’s services work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Children’s Services Officer sub-series. An employee in this class is assigned to work in an institutional setting providing student and worker supervision as an assistant shift supervisor at a large institution or a supervisor of two shifts at a small institution, and may be assigned to work on a fixed or other schedule. This class differs from Children’s Services Corporal in that an incumbent of the latter performs supervisory duties of lesser scope and complexity or may function in a specific non-supervisory capacity. This class differs from Children’s Services Lieutenant in that an incumbent of the latter supervises all employees on a shift at a large institution or provides twenty-four hour supervision of all employees at a small institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time increasingly responsible youth or adult security work including, at least, one year of residential youth security work; qualifying full-time employment in the youth security field with the State of Tennessee may be substituted for the required education on a year-for-year basis.

OR

certify that they have not used any controlled substance illegally within the past twelve months.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs
- (12.) possess a valid motor vehicle operator’s license at the time of appointment.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CHILDREN'S SERVICES TEAM COORDINATOR

SUMMARY: Under general supervision, is responsible for professional case management program supervisory work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory level in the Children's Services Case Manager job series. An employee in this class supervises a moderate to large team of supervisory level Children's Services Case Managers and their subordinates in the performance of case management work for children under the State's supervision, in State custody, or at risk of State custody, and their families. This class differs from Children's Services Case Manager 4 in that an incumbent of the latter functions as a supervisor over a regional or field office or a single/small residential program. This class differs from Children's Services Regional Administrator in that an incumbent of the latter supervises all case management teams within a region and administers all regional social service and juvenile justice programs.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (6.) upon appointment, successfully complete a prescribed course of training offered by the Tennessee Department of Children's Services.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional work in one or a combination of the following: social, psychological, or correctional counseling or case management; volunteer services coordination for a children's service program; and/or juvenile classification coordination. Three years of the required experience must have been in child welfare services or an affiliated Community Service Agency /Assessment and Care Coordination Team, of which one year must include supervisory work.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in social work, criminal justice, human services, child development, clinical psychology, community psychology, counseling psychology, or educational psychology may substitute for the required experience on a month-for-month basis to a maximum of two years, there being no substitution for the required three years of work in child welfare services or an affiliated Community Service Agency/Assessment and Care Coordination Team (e.g., 36 graduate quarter hours may substitute for the one year of required experience).

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

COMMERCIAL DRIVER’S LICENSE EXAMINER

SUMMARY: Under general supervision, is responsible for classified and commercial driver’s license examination work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs commercial driver’s license examination work including the administration of a variety of tests to driver’s license applicants, the determination of appropriate license category, the assurance of applicant qualifications, the collection and processing of various fees, and the issuance of licenses. This class differs from Driver’s License Examiner in that an incumbent of the latter performs driver’s license examination duties of lesser scope and complexity for non-commercial vehicles. An incumbent of this class reports to a Driver’s License Branch Supervisor 1 or 2.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) possess a valid motor vehicle operator’s license at the time of appointment.
- (5.) upon appointment, successfully complete a prescribed course of training administered by the department of Safety according to the standards of the American Association of Motor Vehicle Administration (AAMVA).

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of driver’s license examining work.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

COMMUNICATIONS DISPATCHER 1

SUMMARY: Under general supervision, is responsible for communications equipment operations work of routine difficulty in operating teletype and two-way radio equipment in receiving and transmitting law enforcement, disaster and/or weather information; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the Communications Dispatcher sub series. An employee in this class performs shift work, on a rotating basis, in receiving law enforcement, disaster and/or weather information, by telephone, teletype and two-way radio, and transmitting messages based on this information to appropriate agencies or individuals to receive the information and preparing and maintaining communication logs and statistical reports. This class differs from that of Communications Dispatcher 2 in that an incumbent of the latter performs communications equipment operations work at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least eighteen (18) years of age.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- (8.) not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) upon appointment, successfully complete a prescribed course of instruction approved by the Tennessee Public Safety Committee.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.

EXAMINATION METHOD: Computer Administered Test, 100%, for Career Service positions.

COMMUNICATIONS DISPATCHER 2

SUMMARY: Under general supervision, is responsible for communications equipment operations work of average difficulty in operating teletype and two-way radio equipment in receiving and transmitting law enforcement, disaster and/or weather information; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in receiving law enforcement, disaster and/or weather information, by telephone, teletype and two-way radio, and transmitting messages based on this information to the most appropriate agencies or individuals. Work involves making decisions on the most appropriate agencies or individuals to receive the information and preparing and maintaining communications logs and statistical reports. This class is flexibly staffed with and differs from that of Communications Dispatcher 1 in that an incumbent of the latter functions in an entry or learning capacity. This class differs from that of Communications Dispatcher Supervisor in that an incumbent of the latter is responsible for supervising and scheduling the work of a small unit of subordinate communications dispatchers.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime communications dispatching experience; qualifying fulltime experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least eighteen (18) years of age.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- (8.) not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) upon appointment, successfully complete a prescribed course of instruction approved by the Tennessee Public Safety Committee.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

COMMUNICATIONS DISPATCHER SUPERVISOR

SUMMARY: Under general supervision, is responsible for communications equipment operations supervisory work of average difficulty in supervising and participating the operations of teletype and two-way radio equipment in receiving and transmitting law enforcement information; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in supervising a unit of subordinate communications dispatchers and participating in receiving law enforcement information, by telephone, teletype and two-way radio, and transmitting messages based on this information to appropriate agencies or individuals. Work involves making decisions on the most appropriate agencies or individuals to receive the information and preparing and maintaining communications logs and statistical reports. This class differs from that of Communications Dispatcher 2 in that an incumbent of the latter is responsible for performing duties at the working level, with no supervisory responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of communications dispatching work; qualifying experience in communications equipment operations may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least eighteen (18) years of age.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- (8.) not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) upon appointment, successfully complete a prescribed course of instruction approved by the Tennessee Public Safety Committee.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

COMMUNITY SERVICES ASSISTANT

SUMMARY: Under immediate supervision, performs sub-professional community service work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class serves as an assistant to professional social workers by transporting and caring for clients. This class differs from that of Social Counselor in that an incumbent of the latter is responsible for professional social work.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying full-time law enforcement, security, or related experience may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Non-Competitive Selection for Career Service positions.

CORRECTIONAL CAPTAIN

SUMMARY: Under general supervision, is responsible for correctional supervisory work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest supervisory class in the Correctional Officer sub-series. An employee in this class performs supervisory correctional work at a state penal institution in supervising the security force on a shift at a large institution or the entire security force at a small institution. This class differs from that of Correctional Lieutenant in that an incumbent of the latter is responsible for acting as the shift supervisor at a moderate sized institution or acts as the assistant shift supervisor at a large-sized institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) full-time increasingly responsible adult or youth security work including, at least, three years of supervisory experience and one year of adult correctional security experience; qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year for- year basis; one year of experience as an Inmate Relations Coordinator may be substituted for one year of the required supervisory experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CORRECTIONAL CLERICAL OFFICER

SUMMARY: Under general supervision, is responsible for correctional and secretarial work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs correctional security and secretarial work under the supervision of a Correctional Unit Manager within a guild at a correctional facility. This work involves the custody and rehabilitation of inmates as well as providing secretarial and clerical support for the unit. This class differs from others within the Correctional Officer sub series in that incumbents of the latter do not perform secretarial and clerical support as part of their assigned duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Computer Administered Test, 100%, for Career Service positions.

CORRECTIONAL CORPORAL

SUMMARY: Under general supervision, is responsible for correctional supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory level in the Correctional Officer sub-series. An employee in this class supervises a small staff of correctional officers performing correctional work at a state penal institution involving the custody, transport, and rehabilitation of inmates and may perform specialized institutional security functions and may be assigned to work any shift. This class differs from that of Correctional Officer in that an incumbent of the latter is not responsible for supervisory work. This class differs from that of Correctional Sergeant in that an incumbent of the latter is responsible for supervising incumbents of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime correctional security work; qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

CORRECTIONAL LIEUTENANT

SUMMARY: Under general supervision, is responsible for correctional supervisory work of average difficulty, including the supervision of correctional sergeants; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for supervisory work at a state penal institution acting as the assistant shift supervisor at a large institution or as shift supervisor at a moderate-sized institution or may act as the training or internal affairs officer at an institution. This class differs from that of Correctional Sergeant in that an incumbent of the latter has supervisory responsibility of lesser scope and complexity. This class differs from that of Correctional Captain in that an incumbent of the latter is responsible for supervising the security force on a shift at a large institution or the entire security force at a moderate-sized institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) full-time increasingly responsible youth or adult security experience, including two years of supervisory experience and one year of adult correctional security experience; qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year for-year basis; one year of experience as an Inmate Relations Coordinator may be substituted for one year of the required supervisory experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

CORRECTIONAL OFFICER

SUMMARY: Under general supervision, is responsible for correctional work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Correctional Officer sub-series. An employee in this class performs correctional work at a state penal institution involving the custody, transport, and rehabilitation of inmates, and may be assigned to work any shift. This class differs from that of Correctional Corporal in that an incumbent of the latter acts as a minor supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

CORRECTIONAL SERGEANT

SUMMARY: Under general supervision, performs correctional supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises correctional work at a state penal institution involving the custody, transportation, and rehabilitation of inmates, and may be assigned to work any shift. This class differs from that of Correctional Corporal in that an incumbent of the latter is responsible for acting as assistant shift supervisor at a large institution and as shift supervisor at a moderate-sized institution.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of varied full-time adult or youth security work, including one year of supervisory or inmate relations coordinator experience and one year of adult correctional security experience; qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

DRIVER'S LICENSE EXAMINER

SUMMARY: Under general supervision, is responsible for driver's license examination work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Driver's License Examination sub-series. An employee in this class learns and performs routine driver's license examination work involving the administration of vision, written, and road tests to driver's license applicants, the determination of applicant qualifications, and the collection and processing of driver's license application fees. This class differs from Driver's License Examiner Supervisor 1 in that an incumbent of the latter supervises driver's license examiners at an examination station.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school; qualifying driver's license examining or other acceptable public contact work may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

EMERGENCY MANAGEMENT AREA COORDINATOR

SUMMARY: Under general supervision, performs professional emergency management implementation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class implements, coordinates, and monitors emergency management and civil defense programs in conjunction with local, state, and federal agencies and the private sector in order to protect lives and property. Additionally, an employee in this class may be required to work variable work schedules, be on call 24 hours a day, and work in hazardous environments.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field.

OR

Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of full-time work in one or a combination of the following: emergency management work; professional natural resources protection; supervision of law enforcement, fire fighting, emergency medical services personnel, or military planning and communications at a rank of E-7 or higher.

Substitution of Experience for Education: Qualifying full-time emergency management work, professional natural resources protection, supervision of law enforcement, fire fighting, emergency medical services, or military planning and communications at a rank of E-7 or higher may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

OR

Graduation from an accredited college or university with a associate’s degree in Emergency Systems Management, Emergency Administration and Planning, Crisis and Disaster Management, or a related Emergency Management field and experience equivalent to one year of full-time work in one or a combination of the following: emergency management work; professional natural resources protection; supervision of law enforcement, fire fighting, emergency medical services personnel, or military planning and communications at a rank of E-7 or higher.

OR

Three years of experience as an Emergency Management Operations Officer with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
- (3.) be at least eighteen (18) years of age.
- (4.) be a citizen of the United States.
- (5.) have a good moral character, as determined by investigation.
- (6.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (7.) agree to release all records involving their criminal history to the appointing authority.
- (8.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (9.) not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- (10.) not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (11.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (12.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (13.) upon appointment, successfully complete a prescribed course of instruction to become qualified as a TEMA Hazardous Materials Technician.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

EPIDEMIOLOGIST

SUMMARY: Under direction, is responsible for professional scientific and epidemiological assessments of considerable difficulty; performs related work as required.

DISTINGUISHING FEATURES: An incumbent in this class conducts scientific research in communicable diseases, environmental epidemiology, and toxicology. The incumbent also makes health and risk assessments and provides expertise to health department physicians, other departmental personnel, and environmental regulatory personnel.

MINIMUM QUALIFICATIONS

Education: Graduation from an approved school of medicine or veterinary medicine or possession of a doctorate degree from an accredited college or university in Epidemiology, Health and Medical Biostatistics, Biostatistics or Public Health, Environmental Health or Health Informatics.

Substitution of Experience for Education: A master's degree from an accredited college or university in Epidemiology, Health and Medical Biostatistics, Biostatistics, Public Health, Environmental Health or Health Informatics and experience equivalent to two years of epidemiological, biological, chemical, psychological, or sociological scientific research, public health statistics, environmental health statistics, health research, or planning public health disease surveillance programs may substitute for the required doctorate degree. Completion of all requirements except dissertation for a doctoral degree in Epidemiology, Health and Medical Biostatistics, Biostatistics Public Health, Environmental Health or Health Informatics, or completion of course work only toward a doctorate in medicine or veterinary medicine and experience equivalent to one year of epidemiological, biological, chemical, psychological, or sociological scientific research, public health statistics, environmental health statistics, health research, or planning public health disease surveillance programs may substitute for the required doctorate degree.

OR

Education and Experience: Graduation from an accredited college or university with a doctorate degree in one of the following areas: (1) Nursing, (2) Environmental Science, Environmental Engineering, Nuclear Engineering, or Biomedical Engineering, (3) Biological, Veterinary, or Medical Basic Sciences or Toxicology, (4) Chemistry or Chemical Engineering, (5) Mathematics or Statistics, (6) Psychology, (7) Sociology, or (8) Geography with a minimum of 6 semester hours in statistics, and experience equivalent to one year of epidemiological, biological, chemical, psychological, or sociological scientific research, public health statistics, environmental health statistics, health research, or planning public health disease surveillance programs.

Substitution of Experience for Education: A master's degree in (1) Nursing, (2) Environmental Science, Environmental Engineering, Nuclear Engineering, or Biomedical Engineering, (3) Biological, Veterinary, or Medical Basic Sciences or Toxicology, (4) Chemistry or Chemical Engineering, (5) Mathematics or Statistics, (6) Psychology, (7) Sociology, or (8) Geography with a minimum of 6 semester hours in statistics and experience equivalent to two years of epidemiological, biological, chemical, psychological, or sociological scientific research, public health statistics, environmental health statistics, health research, or planning public health disease surveillance programs may substitute for the required doctorate degree. Completion of all requirements except dissertation for a doctoral degree in any of the above listed fields and experience equivalent to one year of epidemiological, biological, chemical, psychological, or sociological research, public health statistics, environmental health statistics, health research, or planning public health disease surveillance programs may substitute for the required doctorate degree.

Necessary Special Qualification: None

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

FIELD SUPERVISOR 1

SUMMARY: Under general supervision, is responsible for professional field supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises a small staff providing professional social or vocational rehabilitation counseling services, or determining clients' eligibility for social services monetary benefits. This class differs from Field Supervisor 2 in that an incumbent of the latter supervises a moderate-sized vocational rehabilitation counseling, instructional, training center or residential support staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional social services work.

Substitution of Graduate Course Work for Experience: Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Three years of professional social services work with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

FINANCIAL AID PROGRAM SPECIALIST

SUMMARY: Under general supervision, is responsible for financial aid program review and technical assistance work, and/or program administrative duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either (1) organizes and conducts program reviews and evaluations of the Federal Family Education Loan (FFEL) Program, the Tennessee Student Assistance Award (TSAA) Program and other financial aid programs administered by the Tennessee Student Assistance Corporation at participating lending institutions and/or post secondary educational institutions; (2) serves as a liaison for the TSAC with lending and educational institutions, and loan recipients in providing daily technical program assistance; (3) administers a student work incentive program; (4) coordinates the application, selection, and awarding process in specified scholarship programs; or (5) manages technical assistance communications and provides technical assistance training to lending and educational institutions. An employee in this class will also assist in dissemination of financial aid information to the general public and other interested parties. This class differs from Student Loan Program Administrator in that the incumbent of the latter plans, organizes, and directs all FFEL programs administered by TSAC. This class differs from Student Financial Aid Compliance Administrator in that the incumbent of the latter plans, organizes, and directs the student financial aid compliance review and scholarship programs for TSAC.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of full-time professional financial aid or financial lending work; qualifying full-time professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

FOOD SERVICE ASSISTANT

SUMMARY: Under general supervision, performs duties in all phases of food preparation including cooking, food service, set-up, clean-up and related duties of routine difficulty at the Governor's Residence; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs food preparation, service and clean-up duties on a fixed or other shift at the Governor's Residence. Incumbents prepare dining areas, cook and bake a variety of foods, serve food, and clean food service areas, equipment and utensils. This class differs from other food service and food preparation classes in that an incumbent in this class performs a wide variety of food service duties and is permanently assigned to the Governor's Residence.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience judged as pertinent and sufficient to perform the duties of the class.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Noncompetitive selection for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS ANALYST 3

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) work of considerable difficulty in the analysis and evaluation of equipment and software applications for GIS development; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory or advanced working level class in the Geographic Information Systems Analyst sub-series. An employee in this class either supervises subordinate GIS analytic staff or performs non-supervisory advanced GIS analytic work in the central information systems division for the State. Employees in this class analyze and evaluate the utility of GIS-related software and hardware and also design, program, and implement GIS-related solutions. This class differs from Geographic Information Systems Analyst 2 in that incumbents of the latter perform at the working level. This class differs from Geographic Information Systems Manager 1 in that incumbents of the latter manage the operation of and supervise employees in a GIS unit.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of experience in: 1) software applications development for Geographic Information Systems, or 2) the creation of maps or related reports using Geographic Information Systems software or hardware.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).
Substitution of Graduate Education for Experience: Additional qualifying graduate course work in geography may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in geography may substitute for one year of the required experience).

OR

One year of experience as a Geographic Information Systems Analyst 2 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GOLF COURSE MANAGER

SUMMARY: Under general supervision, is responsible for golf course management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class directs all operations at a golf course including maintenance of grounds, buildings and equipment; and retail sales; and supervises a staff of grounds maintenance workers and support personnel.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from a standard high school and experience equivalent to five or more years of increasingly responsible full-time turf grass management or golf course experience including, at least, one year of supervisory experience.

Substitution of Experience for Education: Qualifying full-time golf course or turf experience may be substituted for the required high school education, on a year-to-year basis.

OR

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree in either horticulture, agronomy, plant science, or related acceptable field including, at least, twelve quarter hours in turf management and one year of supervisory experience in golf course and/or turf management.

Substitution of Experience for Education : Qualifying full-time golf course or turf management experience may be substituted for the required degree on a year-for-year basis to a maximum of four years.

OR

EDUCATION AND EXPERIENCE: Graduation from an accredited college or university with a bachelor's degree and two years of increasingly responsible full-time turf grass management or golf course experience including, at least, one year of supervisory experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GRADUATE TRANSPORTATION ASSOCIATE

SUMMARY: Under immediate supervision, performs routine professional civil engineering duties in the areas of roadway design, structural design, survey, construction, inspection, and/or maintenance; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class may rotate through Roadway Design, Structural Design, and Operations assignments in the Tennessee Department of Transportation and perform routine professional engineering duties such as designing a straight bridge or non-complex intersection, inspecting or overseeing a construction, inspection, or maintenance project, inspecting bridges, overseeing a district survey office, or overseeing materials or geotechnical testing. This class differs from Roadway, Structural, or Operations Specialist 1 in that an incumbent of the latter performs professional engineering duties of greater scope and complexity in a non-rotating assignment.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in civil engineering.

Substitution of Professional Registration for the Required Education: Registration as a professional engineer with the State of Tennessee in either the civil engineering or structural engineering discipline may substitute for the required bachelor's degree.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Noncompetitive selection for Career Service positions.

HIGHWAY RESPONSE OPERATOR 1*

SUMMARY: Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Highway Response Operator sub-series. An employee in this class learns to perform service patrol work on metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair. Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required experience on a month to month basis to a maximum substitution of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the time of appointment.
- (7.) upon appointment, successfully complete a prescribed course of instruction.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR 2*

SUMMARY: Under immediate supervision, performs highway emergency response work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Highway Response Operator sub-series. An employee in this class patrols metropolitan roadways to keep traffic congestion and delay time to a minimum. Duties include assisting motorists with minor vehicle problems, providing traffic control, and responding to traffic accidents and roadway emergencies. This class differs from Highway Response Operator 1 in that an incumbent of the latter performs at the entry level. This class differs from Highway Response Operator Supervisor in that an incumbent of the latter supervises a staff of Highway Response Operators on an assigned shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years of experience must be as a Highway Response Operator 1 with the State of Tennessee.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the time of appointment.
- (7.) upon appointment, successfully complete a prescribed course of instruction.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HIGHWAY RESPONSE OPERATOR SUPERVISOR 1

SUMMARY: Under immediate supervision, performs supervisory highway emergency response work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first level supervisory class in the Highway Response sub-series. An employee in this class supervises a crew of Highway Response Operators on an assigned shift. This class supervises and differs from Highway Response Operator 2 in that an incumbent of the latter performs at the working level. This class reports to and differs from Highway Response Operator Supervisor 2 in that an incumbent of the latter supervises the highway response program for a region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to four years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; one of the four years must be supervisory experience in any area, including but not limited to those areas previously described.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

OR

One year of experience as a Highway Response Operator with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the time of appointment.
- (7.) upon appointment, successfully complete a prescribed course of instruction.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.



HIGHWAY RESPONSE OPERATOR SUPERVISOR 2

SUMMARY: Under general supervision, performs supervisory highway emergency response work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest supervisory class in the Highway Response sub series. An employee in this class supervises the staff and operations of a highway response program for a region of the state and is required to work weekends and/or evenings. This class supervises and differs from Highway Response Operator Supervisor 1 in that an incumbent of the latter functions as a working supervisor over a crew of Highway Response Operators assigned to work a particular shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to five years of full-time experience in one or a combination of the following: (1) any emergency response work, which may include fire suppression, emergency management or communications dispatch; (2) medical services; (3) any protective services work in law enforcement, fire safety inspection, arson investigation, correctional institutions, or security; (4) customer service; (5) highway or bridge maintenance and/or construction; (6) driving motor vehicles for a business establishment or government agency; or (7) automotive or diesel maintenance and/or repair; two of the five years must be supervisory experience in any area, including but not limited to those areas previously described.

Substitution of Education for Experience: Additional college course work credit received from an accredited college or university may substitute for the required non specialized experience on a month to month basis to a maximum substitution of two years.

OR

One year of experience as a Highway Response Operator Supervisor 1 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment. The applicant’s driver’s license must not have been suspended or revoked based on speeding, moving violations, contributing to an accident, driving while license cancelled, or similar safety-related reasons at any time during the five (5) years immediately preceding the time of appointment.
- (7.) upon appointment, successfully complete a prescribed course of instruction.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES APPEALS REFEREE

SUMMARY: Under general supervision, is responsible for professional appeals work of average difficulty in conducting hearings on human services claims decisions which are appealed by claimants; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Human Services Appeals Referee sub-series. An employee in this class conducts appeals hearings, analyzes case facts, and renders decisions on appealed cases based on these facts and the application of Human Services policies, procedures, rules, and regulations. This class differs from that of Human Services Appeals Referee Supervisor in that an incumbent of the latter is responsible for supervising an appeals referee staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time professional human services counseling, eligibility claims determination, quality control of eligibility claims decisions, claims hearings, fraudulent claims investigation, or related human services counseling or claims work, social work, or law practice.

Substitution of Education for Experience: Additional qualifying graduate coursework in law or social work may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (i.e. 36 graduate quarter hours in law or social work may substitute for 1 year of the required experience; 72 graduate quarter hours in law or social work may substitute for 2 years of the required experience).

OR

State of Tennessee Experience: Three years of full-time related professional human services counseling, investigations, claims work, or social work with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES APPEALS REFEREE SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional appeals work of considerable difficulty and supervisory work of average difficulty in supervising all subordinates conducting hearings on human services claims decisions which are appealed by clients; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for supervising a moderate-sized staff conducting appeals hearings. This class differs from that of Human Services Appeals Referee in that an incumbent of the latter is supervised by the incumbent in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five years of full-time professional human services counseling, eligibility claims determination, quality control of eligibility claims decisions, claims hearings, fraudulent claims investigation, or related human services counseling or claims work, social work, or law practice. Non substitutable experience: Two years of experience must involve conducting human services administrative hearings or supervising professional human activities.

Substitution of Education for Experience: Additional qualifying graduate coursework in law or social work may be substituted for the required experience, on a year-for-year basis, to a maximum of two years (i.e. 36 graduate quarter hours in law or social work may substitute for 1 year of the required experience; 72 graduate quarter hours in law or social work may substitute for 2 years of the required experience) there being no substitution for the required two years of specialized experience.

OR

State of Tennessee Experience: Four years of full-time professional human services counseling, eligibility claims determination, quality control of eligibility claims decisions, claims hearings, fraudulent claims investigation, or related human services counseling or claims work, social work, or law practice. Non Substitutable experience: One year of experience must involve conducting human services appeals hearings or supervision with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES INVESTIGATIVE SPECIALIST

SUMMARY: Under general supervision, is responsible for human services claims investigation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class investigates claims regarding fraudulent Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist Supervisor in that an incumbent of the latter supervises employees of this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of responsible full-time work involved in eligibility determination for individuals seeking family assistance and/or referring clients to family assistance. Substitution of Experience for Education: Qualifying full-time work involved in eligibility determination for individuals seeking family assistance and/or referring clients to family assistance may be substituted for the required education on a year-for-year basis to a maximum of four years (e.g., experience equivalent to one year of full time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES INVESTIGATIVE SPECIALIST SUPERVISOR

SUMMARY: Under general supervision, is responsible for human services investigation supervisory work of moderate difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first-line supervisory class in the Human Services Investigator sub-series. An employee in this class supervises specialists investigating fraudulent claims in Families First, Food Stamp, and Medically Needy cases. This class differs from that of Human Services Investigative Specialist in that an incumbent of the latter is responsible for reviewing casework files and writing claims for over-issuance of claims benefits. This class differs from that of Human Services Special Investigator in that an incumbent of the latter is responsible for field investigation work. This class differs from that of Human Services District Director of Investigations in that an incumbent of the former is directly supervised by an incumbent in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of responsible full-time work in eligibility determination for individuals seeking family assistance. Substitution of Experience for Education: Qualifying full-time work in eligibility determination for individuals seeking family assistance may be substituted for the required education on a year-for-year basis to a maximum of four years (e.g., experience equivalent to one year of full time work in the above listed field may substitute for one year of the required education).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES SPECIAL INVESTIGATOR

SUMMARY: Under general supervision, is responsible for human services field investigation work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class conducts field investigations of fraudulent human services cases including Families First, Food Stamp, and Medically Needy cases. An employee in this class serves as a lead field investigator when working with Human Services Investigative Specialists and Human Services Investigative Specialist Supervisors on special assignments. This class differs from that of Human Services Investigative Specialist Supervisor in that an incumbent of the latter is responsible for front-line supervision of specialists writing claims on fraudulent cases and reviewing casework files. This class differs from that of Human Services District Director of Investigations in that an incumbent of the latter is responsible for the total supervisory work over a region of the state or a statewide special investigative team.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of responsible full-time work in one or a combination of the following: investigation of fraudulent human service cases, criminal investigations, or law enforcement. Substitution of Experience for Education: Qualifying full-time investigation of fraudulent human service cases, criminal investigations, and/or law enforcement experience may be substituted for the required education on a year-for-year basis to a maximum of four years (e.g., experience equivalent to one year of full time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Experience equivalent to two years in the Human Services Investigator job series with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service

INMATE RELATIONS COORDINATOR

SUMMARY: Under general supervision, performs sub professional counseling and security work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class provides sub professional counseling and supervision to inmates within a unit at an adult correctional institution. This work involves acting as a daily problem solver within the unit and assisting the unit security staff with inmate supervision. This class differs from those within the Correctional Officer sub-series in that incumbents of the latter are not assigned sub professional counseling duties.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of fulltime adult or youth security work including one year of adult correctional security experience; qualifying full-time employment as a Correctional Officer with the State of Tennessee may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least eighteen (18) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Correction Academy.

During their careers, most correctional security employees can expect to be assigned to any one of three different work shifts and any number of different post assignments. While employee work preferences are considered, there is no guarantee that the employee will remain assigned to any specific shift and/or post assignment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

LAW ENFORCEMENT INFORMATION COORDINATOR

SUMMARY: Under general supervision, is responsible for law enforcement information processing work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a wide range of duties related to all crime information programs established by the Tennessee Bureau of Investigation which require frequent input, update and retrieval of such information by law enforcement agencies statewide, including design of programs, forms and information materials; assistance to all agencies interfaced on the statewide computer network relative to access to TBI information; providing instruction to agency personnel in the effective use of the Tennessee Information Enforcement System (TIES), the Automated Fingerprint Identification System (AFIS), the Tennessee Crime Information System (TCIS), the National Crime Information Center (NCIC) and the National Law Enforcement Telecommunications System (NLETS). This class differs from Crime Information Communications Specialist in that an incumbent of the latter performs daily operations on the TIES network. This class differs from TBI Assistant Special Agent in Charge (Support Services) in that an incumbent of the latter has overall supervisory responsibility for a work unit in the Tennessee Crime Information Center.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least 36 quarter hours in Computer Science or Criminal Justice.

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree with a major in Criminal Justice or Computer Science and two years of full-time experience in law enforcement; or processing, receiving, filing and/or disseminating crime and criminal information in a criminal justice agency may substitute for the required education.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of full-time experience in law enforcement; or processing, receiving, filing and/or disseminating crime and criminal information in a criminal justice agency.

Substitution of Education for Experience: Additional graduate coursework in Computer Science or Criminal Justice may substitute for one year of the required experience (36 graduate quarter hours in Computer Science or Criminal Justice may substitute for one year of experience).

Substitution of Experience for Education: Full-time experience in law enforcement; or processing, receiving, filing and/or disseminating crime and criminal information in a criminal justice agency may be substituted for the required post-secondary education on a year-for-year basis to a maximum of four years (i.e., one year of the above mentioned experience may be substituted for one year of college education and 9 quarter hours in Computer Science or Criminal Justice; two years of the above mentioned experience may be substituted for two years of college education and 18 quarter hours in Computer Science or Criminal Justice; three years of the above mentioned experience may be substituted for three years of college education and 27 quarter hours in Computer Science or Criminal Justice; four years of the above mentioned experience may be substituted for four years of college education and 36 quarter hours in Computer Science or Criminal Justice).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least twenty-one (21) years of age on the date of application.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

LAW ENFORCEMENT TRAINING INSTRUCTOR

SUMMARY: Under general supervision, is responsible for criminal justice teaching work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Law Enforcement Training Instructor sub-series. An employee in this class performs a wide range of criminal justice course preparation, and class room instruction work. This class differs from that of Law Enforcement Training Instructor Supervisor in that an incumbent of the latter performs in the first supervisory class responsible for assisting with curriculum development, supervises classroom instructors, and evaluates course presentations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration or closely related field and three years of fulltime responsible law enforcement experience; qualifying full-time responsible law enforcement experience may be substituted for the required education, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) if assigned to teach first aid, possess certification as an emergency medical technician.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career

LAW ENFORCEMENT TRAINING INSTRUCTOR SUPERVISOR

SUMMARY: Under general supervision, is responsible for supervisory criminal justice teaching work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Law Enforcement Training Instructor sub-series. An employee in this class is responsible for supervising law enforcement training instructors, evaluating course presentations, and assisting with curriculum development. This class differs from that of Law Enforcement Training Instructor in that an incumbent of the latter is responsible for course preparation and presentation work. This class differs from that of Law Enforcement Training Academy Assistant Director in that the incumbent of the latter is responsible for curriculum development, course evaluation, and assisting in establishing training standards and directing all academic activities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration or closely related field and experience equivalent to substantial (five or more years of) full-time responsible law enforcement work including, at least, two years of law enforcement instruction work; qualifying full-time responsible law enforcement experience may be substituted for the required education, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) if assigned to teach first aid, possess certification as an emergency medical technician.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MILITARY POLICE OFFICER 1

SUMMARY: Under general supervision is responsible for performing security duties of average difficulty on a military installation, military controlled facility, or geographic area under military authority and control; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class may be assigned a full range of security duties. This class differs from Military Police Officer 2 in that an incumbent of the latter functions as a shift leader.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of fulltime law enforcement (military or public) or security experience.

OR

Education and Experience: Education equivalent to graduation from a standard high school and the successful completion of a level 3 military security forces specialty apprentice course.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
- (3.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (4.) agree to release all records involving their criminal history to the appointing authority.
- (5.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (6.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (7.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (8.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) possess a valid motor vehicle operator’s license at the time of appointment, (military and/or state), to operate the types of assigned security vehicles.

Necessary Special Qualifications 1, 6, 7, and 8 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MILITARY POLICE OFFICER 2

SUMMARY: Under general supervision, leads others in performing security duties of average difficulty on a military installation, military controlled facility, or geographic area under military authority and control; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the military police officer sub-series. An employee in this class may be assigned to work any shift in leading and providing a full range of security duties. This class differs from Military Police Officer 1 in that an incumbent of the latter functions in a working level capacity. This class differs from Military Police Officer Supervisor in that an incumbent of the latter supervises staff in security operations on a 24 hour basis at facilities and locations under military authority and control.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of full-time law enforcement (military or public) or security experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
- (3.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (4.) agree to release all records involving their criminal history to the appointing authority.
- (5.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (6.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (7.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (8.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) possess a valid motor vehicle operator’s license at the time of appointment, (military and/or state), to operate the types of assigned security vehicles.

Necessary Special Qualifications 1, 6, 7, and 8 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

MILITARY POLICE OFFICER SUPERVISOR

SUMMARY: Under general supervision, is responsible for supervisory security duties of average difficulty on a military installation, military controlled facility, or geographic area under military authority and control; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest level class in the military police sub-series. An employee in this class supervises a 24-hour shift of military police officers. This class differs from Military Police Officer 2 in that an incumbent of this class serves as lead officer on a shift.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time law enforcement (military or public) or security experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be eligible to receive and maintain a security clearance in accordance with applicable agency regulations.
- (3.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (4.) agree to release all records involving their criminal history to the appointing authority.
- (5.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (6.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (7.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (8.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (9.) possess a valid motor vehicle operator’s license at the time of appointment, (military and/or state), to operate the types of assigned security vehicles.

Necessary Special Qualifications 1, 6, 7, and 8 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK INTERPRETIVE SPECIALIST 1

SUMMARY: Under immediate supervision, performs park interpretive duties of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Park Interpretive Specialist sub-series. An employee in this class is responsible for providing historical or natural area information to state park visitors. This class differs from that of Park Interpretive Specialist 2* in that an incumbent of the latter acts at the working level which requires that duties be performed under general supervision. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in history, anthropology, biology, ecology, or other related acceptable field.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK INTERPRETIVE SPECIALIST 2*

SUMMARY: Under general supervision, performs park interpretive duties of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Park Interpretive Specialist sub-series. An employee in this class has acquired the basic knowledge and skills needed to perform at the working level. This class is flexibly staffed with and differs from that of Park Interpretive Specialist 1 in that an incumbent of the latter acts in an entry level capacity learning to apply the proper methods and procedures of professional interpretive or naturalist work. This class differs from that of Park Interpretive Specialist 3 in that an incumbent of the latter is responsible for the planning and evaluation of programs to be used for state parks, and historical and natural areas within a region.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in history, anthropology, biology, ecology, or other related acceptable field and experience equivalent to one year of full-time professional park conservation, interpretive, or naturalist work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK INTERPRETIVE SPECIALIST 3

SUMMARY: Under general supervision, performs required interpretive program development and evaluation duties of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest level class in the Park Interpretive Specialist sub-series. An employee in this class is responsible for planning and evaluation of programs to be used for state parks, historical, and natural areas within a given region. This class differs from that of Park Interpretive Specialist 2 in that an incumbent of the latter is only responsible for program planning at a park, historical, or natural area.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in history, anthropology, biology, ecology, or other related acceptable field and experience equivalent to three years of full-time professional park conservation, interpretive, or natural work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK MANAGER 1

SUMMARY: Under general supervision, is responsible for professional park supervisory work of average difficulty and managerial work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is the assistant of one of the largest and/or most complex park facilities or is the manager of a small park. This class differs from Park Ranger 2 in that an incumbent of the latter performs park security and conservation work under the supervision of an incumbent of this class. This class differs from Park Manager 2 in that an incumbent of the latter manages the programs and activities of a moderate sized and/or moderately complex park facility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in parks and recreation, wildlife management, or related acceptable field and experience equivalent to two years of full-time responsible professional park or related conservation work; qualifying full-time professional experience in park or related conservation work may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional qualifying graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK MANAGER 2

SUMMARY: Under general supervision, is responsible for professional supervisory and managerial work of average difficulty in managing the programs and activities at a moderate-sized and/or moderately complex park facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages all programs and activities at a moderate sized and/or moderately complex park facility. This class differs from Park Manager 1 in that an incumbent of the latter assists in directing the programs and activities at the largest and/or most complex of park facilities or is manager of a small park. This class differs from Park Manager 3 in that an incumbent of the latter manages the programs and activities of a large and/or complex park facility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in parks and recreation, wildlife management or related acceptable field and experience equivalent to four years of full-time professional park or related conservation work; qualifying full-time professional experience in park or related conservation work may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional qualifying graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK MANAGER 3

SUMMARY: Under general supervision, is responsible for professional supervisory work of considerable difficulty and managerial work of average difficulty in managing the programs and activities at a large and/or complex park facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages all programs and activities at a large and/or complex park facility. This class differs from Park Manager 2 in that an incumbent of the latter directs all programs and activities at a moderate sized and/or moderately complex park facility. This class differs from Park Manager 4 in that incumbents of the latter are responsible for managing the programs and activities at the largest and/or most complex park facilities containing a park inn, park restaurant, and 18 hole golf course, with more responsibility in the areas of supervision, records and reports, and safety of others.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in parks and recreation, wildlife management or related acceptable field and experience equivalent to four years of full-time increasingly responsible professional park or related conservation work including at least one year of supervisory work; qualifying full-time professional park or related conservation experience may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional qualifying graduate coursework may be substituted for the required non-specialized experience, on a year-to-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK MANAGER 4

SUMMARY: Under general supervision, is responsible for professional supervisory work of considerable difficulty and managerial work of average difficulty in managing the programs and activities at the largest and/or most complex park facilities; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages all programs and activities at the largest and/or most complex of park facilities containing a park inn, park restaurant, and 18 hole golf course. Incumbents in this class supervise large numbers of subordinates and have overall supervisory responsibility for large operational and maintenance budgets, as well as for revenues from numerous services offered at the park. This work involves maintaining, reviewing, and approving a large volume of records and reports. Employees in this class manage parks with high levels of visitation and are responsible for the safety of all park visitors. This class differs from Park Manager 3 in that an incumbent of the latter manages all programs and activities at a large and/or complex park facility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in parks and recreation, wildlife management or related acceptable field and experience equivalent to four years of full-time increasingly responsible professional park or related conservation work including, at least, one year of supervisory work; qualifying full-time professional park or related conservation experience may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional qualifying graduate coursework may be substituted for the required non-specialized experience, on a year-to-year basis, to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK RANGER 1*

SUMMARY: Under immediate supervision, is responsible for park security and conservation work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level class in the Park Ranger sub-series. An employee in this class learns to provide park resource law enforcement and protect park resources. This class differs from that of Park Ranger 2 in that an incumbent of the latter acts at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

During their careers, most rangers can expect to be assigned to several different parts of the state. While employee work location preference is considered, there is no guarantee that a ranger will remain stationed in only one area.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PARK RANGER 2*

SUMMARY: Under general supervision, is responsible for park security and conservation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level in the Park Ranger sub-series. This class is responsible for providing park resource law enforcement, protecting park resources, implementing the Tennessee State Park Safety Program, and developing a strategic management plan. An employee in this class supervises and trains other park staff including Park Ranger 1. This class is flexibly staffed with and differs from that of Park Ranger 1 in that an incumbent of the latter acts in an training capacity learning to provide park resource law enforcement and protect park resources.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years full-time commissioned natural resource law enforcement.

OR

Two years of increasingly responsible, full time experience as a Park Ranger with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

During their careers, most rangers can expect to be assigned to several parts of the state. While employee work location preference is considered, there is no guarantee that a ranger will remain stationed in only one area.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PAROLE HEARINGS OFFICER

SUMMARY: Under general supervision, is responsible for professional parole hearings work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Parole Hearings Officer sub series. An employee in this class is responsible for conducting hearings on alleged parole violations, grants, and revocations. This class differs from Parole Hearings Regional Supervisor in that an incumbent of the latter supervises Parole Hearings Officers in a given region.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time professional work in one or a combination of the following: correctional counseling, probation, parole, or criminal justice administration.

Substitution of Experience for Education: Qualifying full-time professional experience in one or a combination of the following: correctional counseling, probation, parole, and/or criminal justice administration may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in one or a combination of the following: Criminology, Criminal Justice, Law, Sociology, Social Work, Clinical Psychology, Educational Psychology, Social Psychology, and/or Counseling Psychology may substitute for the required experience on a month-for month basis to a maximum of two years (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Education and Experience: Possession of a law degree (JD) and experience equivalent to one year full time professional experience in one or a combination of the following: adjudication, legal representation, correctional counseling, probation, parole, and/or criminal justice administration.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

PAROLE HEARINGS REGIONAL SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional parole hearings work of considerable difficulty; and supervisory work of average difficulty; performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Parole Hearings Officer sub series. An employee in this class is responsible for supervising a small staff of Parole Hearings Officers in a region. This class differs from Parole Hearings Officer in that an incumbent of the latter does not supervise. This class differs from Parole Hearings Director in that an incumbent of the latter directs the parole hearings function statewide.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional level experience in one or a combination of the following: overseeing the administration of the probation/parole hearing system, supervising probation/parole work, or conducting probation/parole hearings.

Substitution of Experience for Education: Qualifying full-time professional experience in one or a combination of the following: correctional counseling, probation, parole, and/or criminal justice administration may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100 % for Career Service positions.

PROBATION/PAROLE MANAGER 1

SUMMARY: Under general supervision, is responsible for managerial probation and parole work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first full supervisory class in the Probation/Parole Officer sub-series. An employee in this class supervises a moderate-sized probation and/or parole staff. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter leads others or may supervise a small staff in probation and/or parole work. This class reports to and differs from Probation/Parole Manager 2 in that an incumbent of the latter manages the staff and activities of a probation/parole district.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator's license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE MANAGER 2

SUMMARY: Under general supervision, is responsible for managerial probation/parole work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Probation/Parole Officer sub-series. An employee in this class manages all probation and parole services for a district of the state. This class differs from Probation/Parole Manager 1 in that an incumbent of the latter functions as a first level supervisor of subordinate probation and/or parole staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to five years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience, of which one year must be at a lead or supervisory level.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

PROBATION/PAROLE OFFICER 1

SUMMARY: Under immediate supervision, is responsible for entry level professional probation and parole work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Probation/Parole Officer sub-series. An employee in this class receives a variety of on-the-job training in theory and techniques to be applied to both probation and parole counseling work. Initially, work is closely supervised, but as knowledge and experience are gained, supervision becomes more general. This class differs from Probation/Parole Officer 2 in that an incumbent of the latter functions at the working level. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

PROBATION/PAROLE OFFICER 2

SUMMARY: Under general supervision, is responsible for professional probation and parole work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Probation/Parole Officer sub-series. An employee in this class supervises a caseload of probationers and/or parolees. This class is flexibly staffed with and differs from Probation/Parole Officer 1 in that an incumbent of the latter performs entry level work. This class differs from Probation/Parole Officer 3 in that an incumbent of the latter is responsible for leading others in probation and/or parole work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of one year (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE OFFICER 3

SUMMARY: Under general supervision, is responsible for professional probation and parole work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead or minor supervisory class in the Probation/Parole Officer sub-series. An employee in this class leads or may supervise a small staff of subordinates in probation and/or parole work. This class differs from that of Probation/Parole Officer 2 in that an incumbent of the latter functions at the working level. This class differs from Probation/Parole Manager 1 in that an incumbent of the latter supervises a moderate-sized probation and/or parole officer staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of full-time professional level experience in one or more of the following: probation/parole, counseling, social work, investigative, or legal experience.

Substitution of Experience for Education: Qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Graduate course work credit received from an accredited college or university in social science, behavioral science, criminal justice, criminology, social work, and/or law may substitute for the required experience to a maximum of two years (e.g., an additional 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

PROBATION/PAROLE PROGRAM SPECIALIST

SUMMARY: Under general supervision, is responsible for probation or parole program development, implementation, and evaluation work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An incumbent in this class develops, implements, and evaluates probation or parole programs to be delivered to offenders or performs statistical research to make recommendations to the Board of Probation and Parole on various policies and procedures. This class differs from that of Probation/Parole Field Director in that an incumbent of the latter supervises a statewide staff of Probation/Parole Officers in delivering these program services to offenders.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree and experience equivalent to three years of full-time professional work in one or more of the following areas: probation or parole work; program development in a correctional setting; criminal justice administration; or social services work in substance abuse control, victims' services, or a related community setting.

Substitution of Experience for Education: Qualifying full-time professional experience in one or more of the following areas may substitute for the required education on a year-for-year basis to a maximum of four years: probation, parole, program development in a correctional setting, criminal justice administration, or social services work in a community setting.

Substitution of Education for Experience: Additional graduate coursework in a social or behavioral science, criminal justice, or correctional field may substitute for the required experience on a year-for year basis to a maximum of two years.

Necessary Special Qualifications:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (6.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REHABILITATION ASSISTANT

SUMMARY: Under general supervision, performs sub-professional rehabilitation assistance work of average difficulty in providing basic support to occupational programs; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for assisting professional counselors with teaching occupational skills to clients. An employee in this class is supervised by a professional staff member. This class differs from that of Counseling Assistant in that an incumbent of the latter teaches basic living skills.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time experience in teaching, teaching assistance, training, manufacturing or production control work, or in providing services to handicapped clients; additional qualifying experience may be substituted for the required education, on a year-for-year basis; additional college coursework in education, a social or behavioral science, business management, production management, or other related field may be substituted for the required experience on a year-for year basis.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REHABILITATION INSTRUCTOR

SUMMARY: Under general supervision, is responsible for professional rehabilitation teaching work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for basic evaluation testing, individualized lesson plan development, basic adult educational teaching, and student progress evaluation in the rehabilitation setting.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in education or other related acceptable field and experience equivalent to one year of full-time responsible professional teaching work; qualifying graduate coursework in education may be substituted for the required experience, on a year- for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must possess a valid professional Tennessee Teacher's certificate.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT ASSISTANT DIRECTOR

SUMMARY: Under direction, is responsible for managerial and administrative work of average difficulty in assisting in planning, organizing, and directing the tax enforcement division of the Department of Revenue; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class is responsible for assisting in planning, organizing, and directing the statewide program for the collection of revenue from delinquent taxes, licenses and fees. Work requires considerable judgment in making decisions on difficult tax enforcement problems, although most guidelines are provided by laws, policies and precedents. This class differs from that of Revenue Enforcement Manager in that incumbents of the latter are responsible for supervising all regional field enforcement staff in the collection of delinquent taxes. This class differs from that of Revenue Enforcement Director in that the incumbent of the latter is responsible for planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, pre-law, law enforcement, finance, real estate or closely related field and experience equivalent to substantial (five or more years of) full-time increasingly responsible revenue enforcement work including, at least, two years of supervisory experience; qualifying full-time professional experience in tax, finance, credit collection law enforcement, investigative or closely related work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; or substantial (five or more years of) revenue enforcement work including, at least, two years of supervisory experience with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT MANAGER

SUMMARY: Under general supervision, is responsible for supervisory collections and enforcement work of considerable difficulty involving supervising subordinate revenue enforcement officers in a regional office engaged in collecting delinquent taxes; and performs related work as required.

DISTINGUISHING FEATURES: This is the managerial class in the Revenue Enforcement Officer sub-series. An employee in this class supervises field enforcement officers in a region of the state in contacting businesses and individual taxpayers in order to collect delinquent taxes. This class differs from Revenue Enforcement Supervisor in that incumbents of the latter supervise a unit of subordinate enforcement officers within a region of the state. This class differs from Revenue Enforcement Assistant Director in that the incumbent of the latter is responsible for assisting in planning, organizing, and directing the Tax Enforcement Division of the Department of Revenue.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor's degree in business administration, pre-law, law enforcement, finance, real estate or closely related field and experience equivalent to four years of full-time increasingly responsible professional revenue enforcement work; qualifying full-time professional experience in tax, finance, credit collection, law enforcement, investigative or related work may be substituted for the required education, on a year-for-year basis, to a maximum of four years; OR four years of revenue enforcement experience with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT OFFICER 1

SUMMARY: Under direct supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves learning to contact businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Revenue Enforcement Officer sub-series. An employee in this class learns to collect delinquent taxes from businesses and individual taxpayers (or their representative). Work involves learning to interpret and enforce tax laws, rules, and regulations through a prescribed set of collection and enforcement procedures, under direct supervision. This class differs from Revenue Enforcement Officer 2 in that incumbents of the latter are responsible for performing collections and enforcement duties at the working level under general supervision. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate.

Substitution of Experience for Education: Paraprofessional tax related work within the Tennessee Revenue Department may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

Substitution of Experience for Education: Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

Substitution of Experience for Education: Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

OR

Education and Experience: Graduation from an accredited college or university with any bachelor's degree and experience equivalent to one year of full-time professional tax investigation or analysis of financial information.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT OFFICER 2

SUMMARY: Under direct supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves learning to contact businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Revenue Enforcement Officer subseries. An employee in this class contacts businesses and individual taxpayers (or their representatives) within an assigned territory in order to collect delinquent taxes. Work involves interpreting and enforcing tax laws, rules, and regulations, and attempting to collect delinquent taxes owed the State of Tennessee following a prescribed set of collection and enforcement procedures. This class differs from Revenue Enforcement Officer 1 in that incumbents of the latter are responsible for learning to perform major revenue collection and enforcement duties at the entry level under direct supervision. This class differs from Revenue Enforcement Officer 3 in that incumbents of the latter, in addition to a normal case load, handle the more difficult cases within or across territories, investigate offers to compromise cases, and perform on-the-job training of new field officers. *An employee will be reclassified to this class from a Revenue Enforcement Officer 1 after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS :

Education and Experience: Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to one year of full-time professional tax investigation or tax analysis work.

Substitution of Experience for Education: Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

Substitution of Experience for Education: Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

OR

Education and Experience: Graduation from an accredited college or university with any bachelor's degree and experience equivalent to two years of full-time professional tax investigation or analysis of financial information, including at least one year of tax investigation or tax analysis work.

OR

One year of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT OFFICER 3

SUMMARY: Under general supervision, is responsible for tax collections and tax enforcement work of routine difficulty. This involves contacting businesses and individual taxpayers to collect delinquent taxes due; performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working level class in the Revenue Enforcement Officer sub-series. An employee in this class handles the more difficult delinquent tax cases within and across territories and investigates businesses or individuals who are historically delinquent in their tax payment or who wish to negotiate their payment schedule. They are also responsible for training officers on the job in the collection of delinquent taxes and in the enforcement of regulations. This class differs from Revenue Enforcement Officer 2 in that incumbents of the later are responsible for collecting delinquent taxes and enforcing regulations within an assigned region. The class differs from Revenue Enforcement Supervisor in that incumbents of the latter are responsible for the supervision of a unit of revenue enforcement officers within a specific area of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting, banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology, legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to two years of full-time professional tax investigation or tax analysis work, of which at least one year must have been experience in negotiation of delinquent tax payments.

Substitution of Experience for Education: Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis to a maximum of four years.

Substitution of Experience for Education: Graduation from an accredited college or university with an associate's degree in business, finance, criminal justice, law, law enforcement, criminology, legal assistant studies, or paralegal studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

OR

Education and Experience: Graduation from an accredited college or university with any bachelor's degree and experience equivalent to three years of full-time professional tax investigation or analysis of financial information, including at least two years of tax investigation or tax analysis work, of which one year must have been experience in negotiation of delinquent tax payment.

OR

Two years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE ENFORCEMENT SUPERVISOR

SUMMARY: Under general supervision, is responsible for supervisory tax collections and tax enforcement work of average difficulty involving the supervision of revenue enforcement officers engaged in contacting businesses and individual taxpayers to collect delinquent taxes in an assigned geographical region of the state; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Revenue Enforcement Officer sub series. An employee in this class is responsible for the supervision of a unit of revenue enforcement officers within a specific area of the state. This class differs from Revenue Enforcement Officer 3 in that incumbents of the latter do not supervise revenue enforcement officers. This class differs from Revenue Enforcement Manager in that incumbents of the latter coordinate all revenue enforcement offices within a region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's or advanced degree in business or finance (including, but not limited to, accounting banking, insurance, real estate, economics, or taxation) criminal justice, law, law enforcement, criminology legal assistant studies, paralegal studies or a paralegal certificate, and experience equivalent to four years of full-time professional tax investigation or tax analysis work, of which two years must have been experience in negotiation of delinquent tax payments.

Substitution of Experience for Education: Professional experience in tax investigation or analysis of financial information may substitute for the specific bachelor's degree on a year-for-year basis, to a maximum of four years.

Substitution of Experience for Education: Graduation from an accredited college or university with an associate's degree in business or finance, criminal justice, law, law enforcement, criminology, legal assistant studies, and experience equivalent to two years of full-time professional tax investigation or analysis of financial information may substitute for the specific bachelor's degree.

OR

Education and Experience: Graduation from an accredited college or university with any bachelor's degree and experience equivalent to five years of full-time professional tax investigation or analysis of financial information, including at least four years of tax investigation or tax analysis work, of which two years must have been experience in negotiation of delinquent tax payments.

OR

Four years of full-time experience as a Revenue Enforcement Officer with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) have a motor vehicle available for use in performance of job duties in some positions.

Necessary Special Qualifications 1, 2, 3, 8, 9, and 10 apply only to those positions required to carry a firearm

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE SPECIAL AGENT 1

SUMMARY: Under immediate supervision, is responsible for learning to perform criminal investigative work involving cases of suspected tax fraud, fair trade violation, or peddling contraband, and for performing professional auditing work of average difficulty involving the audit of individual and corporate tax documents and records to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: *This is the entry class in the Revenue Special Agent sub-series. Incumbents in this class are expected to apply knowledge of the principles and practices of accounting and auditing and act in a training capacity in learning to investigate suspected cases of tax fraud, fair trade violation, or peddling contraband. As investigative knowledge and proficiency increases incumbents are assigned to perform independently on assigned cases. This class differs from that of the Revenue Special Agent 2 in that incumbents of the latter conduct professional audits and criminal investigations of businesses or individuals violating Tennessee revenue laws, rules, and regulations under general supervision. *An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a state approved criminal investigation training course and a mandatory one year training period; inadequate or marginal performance during the training course will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to two years of full-time professional auditing, accounting, criminal investigation, financial management, or experience as an attorney.

Substitution of Experience for Education: Qualifying experience in professional accounting and/or auditing may substitute for the required education to a maximum of four years.

Substitution of Graduate Education or License for Experience: Graduate course work credit received from an accredited college or university in accounting, criminal justice, criminology, and/or law may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience) or a current license as a certified public accountant may substitute for one year of experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment.
- (12.) have a motor vehicle available for use in performance of job duties.

EXAMINATION METHOD: Education and Experience, 100%., for Career Service positions.

REVENUE SPECIAL AGENT 2

SUMMARY: *Under general supervision, is responsible for professional criminal investigative work of average difficulty in investigating cases of suspected tax fraud, fair trade violation, or peddling contraband and for professional auditing work of considerable difficulty involving the audit of individual and corporate tax documents and records to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Revenue Special Agent job series. An employee in this class conducts professional audits and criminal investigations on businesses or individuals violating Tennessee revenue laws, rules, and regulations. This class is flexibly staffed with the Revenue Special Agent 1 and differs in that incumbents of the latter learn criminal investigative procedures and perform duties under immediate supervision. This class differs from the Revenue Special Agent 3 in that incumbents of the latter are responsible for leading others in conducting audits and investigations, and conducting investigations and audits involving conspiracies between businesses and individuals or businesses with multiple subsidiaries and thousands of volumes of financial records. *Applicants not flexing from Revenue Special Agent 1 must successfully complete a state approved criminal investigation training course; inadequate or marginal performance during the training course will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to three years of full-time professional auditing, accounting, criminal investigation, financial management, or experience as an attorney, of which one year must be tax fraud investigative work.

Substitution of Experience for Education: Qualifying experience in professional accounting and/or auditing may substitute for the required education to a maximum of four years.

Substitution of Graduate Education or License for Experience: Graduate course work credit received from an accredited college or university in accounting, criminal justice, criminology, and/or law may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of non tax fraud investigative experience) or a current license as a certified public accountant may substitute for one year of experience, there being no substitution for the required year of tax fraud investigative work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) have a motor vehicle available for use in performance of job duties.

EXAMINATION METHOD: Education and Experience, 100%, for Career

REVENUE SPECIAL AGENT 3

SUMMARY: Under general supervision, is responsible for criminal investigative work of considerable difficulty in investigating cases of suspected tax fraud, fair trade violation, or peddling contraband and for professional auditing work of considerable difficulty involving the audit of individual and corporate tax documents and records to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead class in the Revenue Special Agent job series. An employee in this class is responsible for leading others in investigations and financial tax audits, including the conduction of professional auditing/criminal investigative work related to businesses or individuals violating Tennessee revenue laws, rules, and regulations and investigations and audits involving conspiracies between businesses and individuals or businesses with multiple subsidiaries and thousands of volumes of financial records. This class differs from that of the Revenue Special Agent 2 in that incumbents of the latter do not lead others in performing professional auditing and criminal investigative work. This class differs from the Revenue Special Agent Supervisor in that incumbents of the latter are responsible for supervising subordinate staff who are conducting investigations and audits.

NOTE: An applicant appointed to this class must successfully complete a state approved criminal investigation training course; inadequate or marginal performance during the training course will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to four years of full-time professional auditing, accounting, criminal investigation, financial management, or experience as an attorney, of which two years must be tax fraud investigative work.

Substitution of Experience for Education: Qualifying experience in professional accounting and/or auditing may substitute for the required education to a maximum of four years.

Substitution of Graduate Education or License for Experience: Graduate course work credit received from an accredited college or university in accounting, criminal justice, criminology, and/or law may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of non tax fraud investigative experience) or a current license as a certified public accountant may substitute for one year of experience, there being no substitution for the required years of tax fraud investigative work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) have a motor vehicle available for use in performance of job duties.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE SPECIAL AGENT SUPERVISOR

SUMMARY: Under general supervision, is responsible for criminal investigative work of considerable difficulty and supervisory work of average difficulty in supervising the investigation of suspected tax fraud, fair trade violation, or peddling of contraband and for professional auditing work of considerable difficulty involving the audit of individual and corporate tax documents and records to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Revenue Special Agent job series. An employee in this class is responsible for conducting and supervising all investigations and audits of businesses and individuals violating Tennessee revenue laws, rules and regulations, including case preparation and testifying in court. This class differs from that of the Revenue Special Agent 3 in that incumbents of the latter do not supervise Revenue Special Agent staff. This class differs from the Revenue Special Agent Director in that incumbents of the latter are responsible for directing the operations of the division.

NOTE: An applicant appointed to this class must successfully complete a state approved criminal investigation training course; inadequate or marginal performance during the training course will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and experience equivalent to five years of full-time professional auditing, accounting, criminal investigation, financial management, or experience as an attorney, of which three years must be tax fraud investigative work.

Substitution of Experience for Education: Qualifying experience in professional accounting and/or auditing may substitute for the required education to a maximum of four years.

Substitution of Graduate Education or License for Experience: Graduate course work credit received from an accredited college or university in accounting, criminal justice, criminology, and/or law may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of non tax fraud investigative experience) or a current license as a certified public accountant may substitute for one year of experience, there being no substitution for the required years of tax fraud investigative work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) have a motor vehicle available for use in performance of job duties.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE ANALYST 1

SUMMARY: Under direct supervision, performs professional sentence calculation work of considerable difficulty and supervisory work of routine difficulty and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-level, professional class in the Sentence Analyst sub-series. An employee in this class learns to analyze sentence structure, sentence calculation, and sentence management procedures. This class differs from Sentence Technician 3 in that incumbents of the latter verify, modify, and code computer records and lead lower level staff. This class differs from a Sentence Analyst 2 in that incumbents of the latter perform under general supervision at the working level. * An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period. Inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree. Substitution of Experience for Education: Qualifying full-time work involving sentence calculations for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE ANALYST 2

SUMMARY: Under general supervision, performs professional sentence calculation work of considerable difficulty and supervisory work of average difficulty and performs related work as required.

DISTINGUISHING FEATURES: *This is the working-level, professional class in the Sentence Analyst sub-series with the entry level being Sentence Analyst 1. An employee in this class analyzes sentence structure, sentence calculation, and sentence management procedures. This class differs from Sentence Analyst 1 in that incumbents of the latter are at the entry level and are learning the competencies of this level. This class differs from the Sentence Management Supervisor in that the latter supervises a Sentence Computation Unit or a Sentence Information Services Unit and explains, interprets, and enforces laws pertaining to sentence calculation.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional sentencing analysis work.

Substitution of Experience for Education: Qualifying full-time work involving sentence calculations for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE/DOCKETING MANAGEMENT SUPERVISOR

SUMMARY: Under minimal supervision, performs professional sentence calculation or parole docketing work of considerable difficulty and supervisory work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory/managerial level class in the Sentence/Docketing Technician and Sentence Analyst sub-series. An employee in this class supervises a Sentence Computation Unit, a Sentence Information Services Unit, or a Parole Docketing Unit and explains, interprets, and enforces laws and policies pertaining to sentence calculation or parole docketing. This class differs from Sentence Analyst 2 in that an incumbent of the latter analyzes sentence structure, sentence calculation, and sentence management procedures and reports to an incumbent in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional sentencing analysis.

Substitution of Experience for Education: Qualifying full-time work involving sentence calculations for convicted offenders may substitute for the required education on a year-for-year basis to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE/DOCKETING TECHNICIAN 1

SUMMARY: Under immediate supervision, performs sentence calculation or parole docketing work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Sentence/Docketing Technician sub-series. Employees in this class learn to code, enter, and verify the accuracy of offender incarceration or parole eligibility data. This class differs from Sentence/Docketing Technician 2 in that incumbents of the latter perform at the working level. * An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period. Inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited high school and experience equivalent to one year of data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records.

Substitution of Experience for Education: Additional qualifying full-time data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records may substitute for the required education on a year-for-year basis.

Substitution of Vocational Education for Experience: Completion of a vocational certificate in office administration or data processing may substitute for the required office clerical or data processing experience.

Substitution of College Education for Experience: Successful completion of at least nine out of forty-five quarter hours in office administration or data processing from an accredited college or university may substitute for the required office clerical or data processing experience.

OR

Experience: One year of professional sentence analyst work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE/DOCKETING TECHNICIAN 2

SUMMARY: Under general supervision, performs sentence calculation work or parole docketing work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Sentence/Docketing Technician sub-series. Employees in this class either verify the completeness and accuracy of judgment orders pertaining to offender incarcerations or verify the accuracy of sentencing and parole eligibility data to schedule parole hearings for eligible offenders. This class differs from Sentence/Docketing Technician 1 in that incumbents of the latter learn to code, enter, and verify the accuracy of offender incarceration or parole eligibility data. This class differs from Sentence/Docketing Technician 3 in that incumbents of the latter modify judgment order computer records or perform specialized parole docketing functions.

MINIMUM QUALIFICATIONS Education and Experience: Education equivalent to graduation from an accredited high school and experience equivalent to two years of data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records, of which one year must include organizing and verifying felony offenders' sentencing documents and computer records.

Substitution of Experience for Education: Additional qualifying full-time data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records may substitute for the required education on a year-for-year basis.

Substitution of Vocational Education for Experience: Completion of a vocational certificate in office administration or data processing may substitute for one year of the required office clerical or data processing experience, there being no substitution for the required year of sentencing records work.

Substitution of College Education for Experience: Successful completion of at least nine out of forty-five quarter hours in office administration or data processing from an accredited college or university may substitute for one year of the required office clerical or data processing experience, there being no substitution for the required year of sentencing records work.

OR

Experience: One year of professional sentence analyst work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SENTENCE/DOCKETING TECHNICIAN 3

SUMMARY: Under general supervision, performs sentence calculation or parole docketing work of considerable difficulty and lead work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working/lead level class in the Sentence/Docketing Technician sub-series. Employees in this class verify, modify, and code offenders' computer records, lead lower level staff, schedule parole hearings for offenders, and/or perform specialized parole functions. This class differs from Sentence/Docketing Technician 2 in that incumbents of the latter do not modify computer records, lead lower level staff, or perform specialized parole functions. This class differs from Sentence Analyst 1 in that incumbents of the latter learn to analyze sentence structure, sentence calculation, and sentence management procedures.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited high school and experience equivalent to three years of data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records, of which two years must include organizing and verifying felony offenders' sentencing documents and computer records.

Substitution of Experience for Education: Additional qualifying full-time data processing work or office clerical work involved in reviewing or verifying information contained in documents or computer records may substitute for the required education on a year-for-year basis.

Substitution of Vocational Education for Experience: Completion of a vocational certificate in office administration or data processing may substitute for one year of the required office clerical or data processing experience, there being no substitution for the required years of sentencing records work.

Substitution of College Education for Experience: Successful completion of at least nine out of forty-five quarter hours in office administration or data processing from an accredited college or university may substitute for one year of the required office clerical or data processing experience, there being no substitution for the required years of sentencing records work.

OR

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SOCIAL COUNSELOR 1

SUMMARY: Under immediate supervision, is responsible for professional social counseling work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the professional Social Counselor sub series. An employee in this class learns the proper principles, practices, and procedures for social counseling work in programs such as adult protective services and maternal and child health counseling. This class differs from that of Social Counselor 2 in that an incumbent of the latter performs at the working level under general supervision. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator's license at the time of appointment.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

SOCIAL COUNSELOR 2

SUMMARY: Under general supervision, is responsible for professional social counseling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the professional Social Counselor sub series. An employee in this class interviews and provides social counseling for clients in programs such as adult protective services and maternal and child health counseling. This class is flexibly staffed with and differs from that of Social Counselor 1 in that an incumbent of the latter learns the proper principles, practices, and procedures for social counseling work in various programs. This class differs from higher level social counseling classes in that incumbents of the latter are responsible for supervisory social counseling work.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and one year of professional experience in one or a combination of the following: health care for children, adolescent, or geriatric populations; or social or psychological counseling, including but not limited to mental health, correctional, or behavioral rehabilitation counseling.

Substitution of Graduate Course Work for Experience: Additional qualifying graduate course work in social work or nursing may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) possess a valid motor vehicle operator’s license at the time of appointment.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

SOCIAL COUNSELOR SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional social counseling work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for supervising subordinates providing professional social counseling services. This class differs from that of Social Counselor 2 in that an incumbent of the latter is responsible for professional social counseling work. This class differs from that of Human Services Supervisor 1 in that an incumbent of the latter is responsible for supervising subordinates providing professional social counseling services or determining clients' eligibility for receiving monetary benefits for social services.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in a social or behavioral science and experience equivalent to three years of full-time professional social or human services counseling work; additional qualifying graduate coursework in social work may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR three years of full-time professional social or human services counseling experience with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SPECIAL AGENT-CID

SUMMARY: Under general supervision, is responsible for criminal investigative work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Criminal Investigations sub series. An employee in this class is required to have a law enforcement background, but learns and attains proficiency in specialized criminal investigative practices, procedures, and techniques on the job. This work involves learning to perform covert and overt investigations of suspected cases of motor vehicle theft, stolen vehicle parts trafficking, and odometer fraud. Employees are assigned to perform investigative duties in specific geographic areas of the state, but may be expected to assist in unassigned areas, as necessary. This class differs from Assistant Special Agent in Charge-CID in that incumbents of the latter are responsible for conducting criminal investigations and assisting in supervising and training subordinate agents in an assigned geographical region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited college or university with a bachelor’s degree in criminal justice or other related acceptable field and experience equivalent to two years of responsible full-time law enforcement or criminal investigations work.

Substitution of Experience for Education: Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education and Experience: Education equivalent to graduation from an accredited two year college or technical institute with an associate’s degree in criminal justice or other related acceptable field and experience equivalent to three years of responsible full-time law enforcement or criminal investigations work.

Substitution of Experience for Education: Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

SPECIAL AGENT IN CHARGE-CID

SUMMARY: Under general supervision, is responsible for criminal investigative work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Criminal Investigations sub-series. An employee in this class is responsible for managing the investigative activities of agents engaged in covert and overt operations in an assigned geographical region of the state. This class differs from Assistant Special Agent in Charge-CID in that incumbents of the latter conduct criminal investigations and assist in supervising and training subordinate agents in an assigned geographical region of the state. This class differs from Criminal Investigations Director - Highway Patrol in that the incumbent of the latter is responsible for planning, organizing and directing all personnel, functions and activities of the Criminal Investigation Division of the Department of Safety.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in criminal justice or other related acceptable field and experience equivalent to three years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division, one year of which must be as an Assistant Special Agent in Charge-CID.

Substitution of Experience for Education: Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of four years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Education and Experience: Graduation from an accredited college or technical institute with an associate’s degree in criminal justice or other related acceptable field and experience equivalent to four years of criminal investigations work in the Tennessee Highway Patrol - Criminal Investigations Division, one year of which must be as an Assistant Special Agent in Charge-CID.

Substitution of Experience for Education: Qualifying experience in law enforcement or criminal investigations may be substituted for the required education on a year-for-year basis, to a maximum of two years. (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TAX AUDITOR 1 – SPECIAL

SUMMARY: Under general supervision, is responsible for professional auditing work of moderate difficulty involving the examination and audit of tax documents of out-of-state corporations doing business in Tennessee to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is assigned to a regional tax office outside the State of Tennessee. Work involves traveling between several states in the assigned region to conduct primarily sales and use tax audits of corporations doing business in Tennessee. This class differs from the general Tax Auditor series in that incumbents of the latter reside in state to conduct tax audits. This class differs from Tax Auditor 2 - Special in that incumbents of the latter perform professional auditing work of considerable difficulty and complexity, and may lead or train incumbents in this job class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least twenty-seven quarter hours in accounting or auditing and two years of professional level experience in accounting or auditing.

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required bachelor's degree.

Substitution of Education and Licensure for Experience: Additional graduate course work in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience. (thirty-six graduate quarter hours of specific education may substitute for one year of experience).

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) possess a valid motor vehicle operator’s license at the time of appointment.
- (2.) following appointment, reside outside the State of Tennessee.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TAX AUDITOR 2 – SPECIAL

SUMMARY: Under general supervision, is responsible for professional auditing work of considerable difficulty and lead work involving the examination and audit of tax documents of out-of-state corporations doing business in Tennessee to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is assigned to a regional tax office outside the State of Tennessee. Work involves traveling between several states in the assigned region to conduct complex tax audits of corporations doing business in Tennessee. This class differs from the general Tax Auditor series in that incumbents of the latter reside in state to conduct tax audits. This class differs from Tax Auditor 1 - Special in that incumbents of the latter perform auditing work of moderate difficulty primarily involving the sales and use taxes of out-of-state corporations. This class differs from Tax Auditor Supervisors - Special in that incumbents of the latter conduct formal performance evaluations of incumbents in this job class and in the Tax Auditor 1 - Special class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least twenty-seven quarter hours in accounting or auditing and three years of professional level experience in accounting or auditing.

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required bachelor's degree.

Substitution of Education and Licensure for Experience: Additional graduate course work in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (thirty-six graduate quarter hours of specific education may substitute for one year of experience).

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TAX AUDITOR 2

SUMMARY: Under general supervision, is responsible for professional auditing work of average difficulty involving the examination and audit of individual and corporate tax documents to determine tax liability; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Tax Auditor sub-series. Incumbents in this class are stationed in state to conduct independent audits of taxpayers, where the audit results are routinely decided and subject to general interpretation of tax law, or where the audits are complex and guidance is necessary from higher-level auditors. This class is flexibly staffed with the entry-level job classification of Auditing Associate and differs in that incumbents of the latter work under immediate supervision. This class differs from Tax Auditor 3 in that incumbents of the latter may train tax auditors, independently apply tax positions to difficult tax audits, and lead incumbents in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least twenty-seven quarter hours in accounting or auditing and one year of professional level accounting, auditing, civil legal experience, or professional-level appraisal of real or personal property.

Substitution of Education and Licensure for Experience: Additional graduate coursework in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (thirty-six graduate quarter hours of specific education may substitute for one year of experience.)

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required education.

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

OR

One year of experience as an Auditing Associate.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TAX AUDITOR 3

SUMMARY: Under general supervision, is responsible for professional tax audit work of considerable difficulty and lead work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the lead classification in the Tax Auditor sub-series in that incumbents are stationed in state to independently conduct difficult tax audits, and train subordinate tax auditors. This class differs from Tax Auditor 2 in that the incumbents of the latter independently conduct tax audits subject to general interpretation of the tax law or conduct complex audits under guidance from higher level auditors, including incumbents in this class. This class differs from Tax Auditor 4 in that incumbents of the latter provide front-line supervision of subordinate professional level tax auditors in a work unit.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least twenty-seven quarter hours in accounting or auditing and three years of experience in professional-level accounting, auditing, civil-legal experience, or professional-level appraisal of real or personal property.

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required education.

Substitution of Education and Licensure for Experience: Additional graduate coursework in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (thirty-six graduate quarter hours of specific education may substitute for one year of experience.)

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TAX AUDITOR 4

SUMMARY: Under general supervision, is responsible for professional tax audit work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An incumbent in this class is responsible for front-line supervision of subordinate professional-level tax auditors in a work unit. This class differs from Tax Auditor 3 in that incumbents of the latter do not conduct formal performance evaluations but may lead subordinate Tax Auditors. This class differs from Tax Audit Supervisor in that incumbents of the latter supervise regional offices or work sections of a tax division, coordinating activities among work units of professional-level tax auditors.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree including twenty-seven quarter hours in accounting and four years of experience in professional level accounting, auditing, civil-legal experience, or professional level appraisal of real or personal property; one year of the above experience must be in professional-level auditing, the supervision of employees engaged in professional-level accounting, or in the practice of probate or real estate law (i.e., non-substitutable experience).

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required bachelor's degree.

Substitution of Education and Licensure for Experience: Additional graduate source work in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (36 graduate quarter hours of specific education may substitute for one year of experience).

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TAX AUDITOR SUPERVISOR – SPECIAL

SUMMARY: Under general supervision, is responsible for professional auditing work of considerable difficulty and supervisory work of average difficulty in exercising supervision over a region of tax auditors involved in examining and auditing tax documents of out-of-state corporations doing business in Tennessee; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is permanently assigned to a regional tax office outside the State of Tennessee. Work involves supervising subordinate tax auditors who travel extensively within their assigned region to conduct tax audits of corporations doing business in Tennessee. This class differs from Tax Auditor 2 - Special in that incumbents of the latter have no supervisory responsibilities. This class differs from Tax Auditor 4 and Tax Auditor Supervisor in that incumbents of the latter permanently reside and perform tax audits in the State of Tennessee.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and at least twenty-seven quarter hours in accounting and four years of experience in professional level accounting or auditing; one year of the above experience must be in professional-level auditing or the supervision of employees engaged in professional-level accounting (i.e., non-substitutable experience).

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting and one year of experience in professional-level accounting or auditing may be substituted for the required bachelor's degree.

Substitution of Education and Licensure for Experience: Additional graduate course work in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (thirty-six graduate quarter hours of specific education may substitute for one year of experience).

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must:

- (1.) possess a valid motor vehicle operator’s license at the time of appointment.
- (2.) following appointment, reside outside the State of Tennessee.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TAX AUDITOR SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional auditing and supervisory work of considerable difficulty in supervising the operation of a moderate to large regional tax office or specialized tax section; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the Tax Auditor sub-series. An employee in this class supervises the operation of a regional tax office or work sections of a tax division, coordinating activities among work units of professional-level tax auditors. This class differs from Tax Auditor 4 in that incumbents of the latter supervise subordinate professional-level tax auditors in a work group. This class differs from Tax Audit Manager 1 in that incumbents of the latter administer tax programs in a tax division.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree with at least twenty-seven hours in accounting and five years of professional-level accounting auditing, civil-legal experience, or professional appraisal of real or personal property; two years of the above experience must be in professional-level auditing, the supervision of employees engaged in professional-level accounting, or in the practice of probate or real estate law (i.e., non-substitutable experience).

Substitution of an Associate's Degree and Experience for the Bachelor's Degree: An associate's degree with a major in accounting or auditing may be substituted for the required education.

Substitution of Education and Licensure for Experience: Additional graduate coursework in accounting, business administration, licensure as a Public Accountant, or licensure as a Certified Public Accountant may substitute for one year of the required experience (thirty-six graduate quarter hours of specific education may substitute for one year of experience).

Substitution of Experience for Education: Qualifying full-time professional accounting or auditing experience may be substituted for the required education on a year-for-year basis, to a maximum of four years. One year of experience as an Auditing Associate may be substituted for the required education and one year of the required experience.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TBI ASSISTANT SPECIAL AGENT-IN-CHARGE (CRIMINAL INVESTIGATION)

SUMMARY: Under general supervision, is responsible for criminal investigative supervisory work of considerable difficulty; and performs related as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the TBI Special Agent sub series. An employee in this class assists in supervising and training subordinate TBI Special Agent-Criminal Investigators and participates in the most complex criminal investigations in a specialized investigative unit or in an assigned geographic region of the state. This class differs from TBI Special Agent-Criminal Investigator 2 in that an incumbent of the latter functions at the working level performing criminal investigative work of lesser scope and complexity and has no supervisory responsibility. This class reports to and differs from TBI Special Agent-in-Charge in that an incumbent of the latter has full supervisory responsibility for criminal investigations in a specialized unit or an assigned geographic region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and five years of experience as a TBI Special Agent - Criminal Investigator.

OR

Substitution of Experience for the Required Education: Full time experience as a TBI Special Agent - Criminal Investigator may be substituted for the required education on a year-for-year basis to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete the TBI Investigative Course and Field Training Program or a Basic Police Training and Criminal Investigative Course that includes the following coursework: interviewing and interrogation; drug enforcement training and surveillance/undercover operations; communication skills, interpersonal skills, and/or leadership skills; case organization training; basic financial crimes investigation; handling informants; and training and instructor development.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

TBI SPECIAL AGENT - CRIMINAL INVESTIGATOR 1*

SUMMARY: Under immediate supervision, is responsible for criminal investigative work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the TBI Special Agent sub-series. An employee in this class acts in a training capacity in performing minor investigations and receives increasingly responsible investigative assignments. As investigative knowledge and proficiency increases, the employee is allowed to perform relatively independently in assigned investigations. This class differs from that of TBI Special Agent Criminal Investigator 2 in that an incumbent of the latter performs assignments independently. * An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete the Tennessee Bureau of Investigation Investigative Course and Field Training Program or a Basic Police Training and Criminal Investigative Course that includes the following coursework: interviewing and interrogation; drug enforcement training and surveillance/undercover operations; communication skills, interpersonal skills, and/or leadership skills; case organization training; basic financial crimes investigation; handling informants; and training and instructor development.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

TBI SPECIAL AGENT-CRIMINAL INVESTIGATOR 2

SUMMARY: Under general supervision, is responsible for criminal investigative work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the TBI Agent sub-series. An employee in this class performs a full range of criminal investigation, criminal identification, case preparation and prosecution duties. This class is flexibly staffed with and differs from that of TBI Special Agent Criminal Investigator 1 in that an incumbent of the latter functions in a training capacity. This class differs from that of TBI Special Agent Criminal Investigator 3 in that an incumbent of the latter performs the most difficult criminal investigations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two years of full-time increasingly responsible investigative experience as a TBI Agent 1.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TBI SPECIAL AGENT – FORENSIC IMAGING SPECIALIST

SUMMARY: Under general supervision, performs forensic imaging work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs forensic imaging duties for the Tennessee Bureau of Investigation, using both film and digital medium. This class differs from those in the state photographic series in that incumbents of the latter provide photographic services in areas such as news, travel, portrait, and industry.

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of two years of coursework (i.e., 90 quarter hours) from an accredited college or university in photography, visual arts or digital imaging, including at least nine quarter hours in photography, and experience equivalent to two years of professional and/or forensic photographic work.

Substitution of Experience for Education: Qualifying full-time professional and/or forensic photographic work may be substituted for the required education on a year-for-year basis to a maximum of two years (e.g. experience equivalent to one year of full-time work in professional and/or forensic photography may substitute for one year [i.e., 45 quarter hours] of the required education, including the nine quarter hours in photography).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (12.) upon appointment, successfully complete the Tennessee Bureau of Investigation crime scene investigations training course and the Tennessee Bureau of Investigation firearms and weapons training course.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TBI SPECIAL AGENT - FORENSIC SCIENTIST 1*

SUMMARY: Under immediate supervision, performs professional forensic science laboratory work of routine through average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the TBI Special Agent – Forensic Scientist sub-series. An employee in this class performs a variety of routine laboratory tests such as analyzing physical, chemical, or biological evidence submitted to the Tennessee Bureau of Investigation; and composing technical laboratory reports describing the results of tests and learning to testify in criminal court as an expert witness. Initially, an incumbent receives close supervision, but as experience is gained, supervision becomes more general. This class differs from TBI Special Agent Forensic Scientist 2* in that an incumbent of the latter performs at the working level. *An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

TBI SPECIAL AGENT - FORENSIC SCIENTIST 2*

SUMMARY: Under general supervision, performs professional forensic science laboratory and field work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the TBI Special Agent - Forensic Scientist sub-series. An employee in this class performs a variety of moderately complex chemical, physical and biologic tests in analyzing and comparing evidence collected at a crime scene and from suspects. This class is flexibly staffed with and differs from TBI Special Agent – Forensic Scientist 1 in that incumbents of the latter perform at the entry level. This class differs from TBI Special Agent - Forensic Scientist Supervisor in that incumbents of the latter supervise a small subordinate staff in a service section of the crime laboratory.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and two years of full-time professional forensic science work.

Substitution of Education for Experience: Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

OR

Two years of forensic science work with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

TBI SPECIAL AGENT - FORENSIC SCIENTIST SUPERVISOR

SUMMARY: Under general supervision, performs professional forensic science work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the TBI Special Agent – Forensic Scientist sub-series. An employee in this class supervises and performs forensic science activities in a section of the TBI crime laboratory. This class differs from TBI Special Agent - Forensic Scientist 2 in that incumbents of the latter perform at the working level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and four years of full-time professional forensic science work.

Substitution of Education for Experience: Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

OR

Four years of forensic science work with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.)pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

TBI UNIFORMED OFFICER

SUMMARY: Under general supervision, is responsible for security work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is a commissioned law enforcement officer and provides security for all TBI facilities statewide. Duties include maintaining building security, checking all visitors, providing entrance security, investigating security violations of TBI property, apprehending and arresting suspects, and assisting TBI Special Agents.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to two years of law enforcement or police work, or in providing protection and security for individuals, buildings, grounds, offices, or related security areas.

Substitution of Education for Experience: Qualifying coursework in police science or a criminal justice field from an accredited college, university, or technical institute may be substituted for the required experience on a year-for-year basis to a maximum of two years. (Forty-five quarter hours, including at least nine quarter hours of criminal justice coursework, is required for a one year substitution. Ninety quarter hours, including at least fifteen quarter hours of criminal justice coursework, is required for a two year substitution.)

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) submit to and pass a pre-employment screening test for use of illegal drugs.
- (12.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (13.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Note: A transcript is required for a proper evaluation for this class.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service Positions.

THP LIEUTENANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of considerable difficulty or is assigned to perform considerably difficult highway patrol-related staff work; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Highway Patrol sub series. An employee in this class is responsible for acting as shift supervisor for a decentralized staff, performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or under changing shift conditions, frequently is responsible for shift supervision of all Highway Patrol operations in a Highway Patrol district, or is assigned to perform considerably difficult Highway Patrol related staff work. This class differs from THP Sergeant in that and incumbent of that latter performs in the first supervisory class responsible for a small segment of the Highway Patrol district. This class differs from that of THP Captain in that an incumbent of the latter performs in the first highway patrol managerial class, responsible for managing all Highway Patrol operations in a district.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration, or closely related field and substantial (five or more years of) increasingly responsible highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee, including at least two years as a THP Sergeant or CVE Sergeant.

Substitution of Experience for Education: Qualifying full-time highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee may be substituted for the required education on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions.
- (14.) If assigned flight duty, must possess an applicable commercial pilot's license.
- (15.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

THP SERGEANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of average difficulty or is assigned to perform highway patrol-related staff work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Highway Patrol sub series. An employee in this class is responsible for daily supervision of staff performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty. This class differs from Trooper in that an incumbent of the latter performs in an entry-working capacity. This class differs from THP Lieutenant in that an incumbent of the latter performs as shift supervisor, responsible for a large segment of a Highway Patrol district, or under changing shift conditions may be responsible for all Highway Patrol operations in a Highway Patrol district.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) responsible highway patrol work or commercial motor vehicle regulatory work with the State of Tennessee.

Substitution of Education for Experience: Graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration or closely related field may be substituted for the required experience on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions.
- (14.) If assigned flight duty, must possess an applicable commercial pilot's license.
- (15.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

TROOPER

SUMMARY: Under general supervision, is responsible for highway patrol work of average difficulty or highway patrol-related staff work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry-working class in the Highway Patrol sub-series. An employee in this class is assigned to perform public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or is assigned to perform Highway Patrol related staff work of routine difficulty. This class differs from Sergeant in that an incumbent of the latter performs supervisory Highway Patrol work in an assigned Highway Patrol district or is assigned to perform Highway Patrol related staff work of average difficulty.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.

VOCATIONAL INSTRUCTOR - FORESTRY/NURSERY/LANDSCAPING

SUMMARY: Under general supervision, is responsible for professional vocational teaching work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a full range of professional vocational teaching work in areas of forestry, landscaping and nursery operations, and maintenance activities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in Forestry; qualifying full-time professional experience in forestry, landscaping, or nursery care may be substituted for the required education, on a year-for-year basis, to a maximum of four years.

Necessary Special Qualifications: Applicants for this class must:

- (1.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (2.) agree to release all records involving their criminal history to the appointing authority.
- (3.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (4.) submit to a review of their status on the Department of Health's vulnerable persons registry.
- (5.) be certified the Tennessee Department of Education to teach forestry, nursery and landscaping.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

VOCATIONAL INSTRUCTOR - PER SPECIALTY

SUMMARY: Under general supervision, is responsible for sub professional vocational instruction work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for instructing rehabilitation and correctional students in vocational training in order to prepare them to re-enter the

MINIMUM QUALIFICATIONS

Education and Experience: Possession of certification by the Tennessee Department of Education in a specialty area.

Necessary Special Qualifications: Applicants for this class must be certified by the Tennessee Department of Education to teach in a specialty area.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

VOCATIONAL REHABILITATION COUNSELOR 1*

SUMMARY: Under immediate supervision, is responsible for professional vocational rehabilitation counseling work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry class in the Vocational Rehabilitation Counselor sub-series. An employee in this class learns to provide a program of rehabilitation for disabled clients or learns to instruct rehabilitation clients in proper work behaviors and attitudes. This class differs from Vocational Rehabilitation Counselor 2*, Rehabilitation Behavioral Instructor 2*, and Rehabilitation Instructor-Blind* in that incumbents of the latter perform at the working level under general supervision. *An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

VOCATIONAL REHABILITATION COUNSELOR 2*

SUMMARY: Under general supervision, is responsible for professional vocational rehabilitation counseling work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Vocational Rehabilitation Counseling sub-series. An employee in this class provides services to handicapped persons in the selection, preparation for and planning of individual rehabilitation program and arranges services for clients. This work is performed with independence of judgment in using a wide variety of medical, social, and vocational resources in achieving objectives. This work may involve training counselors with less experience in specific assignments and performing administrative duties. This work is performed in accordance with federal regulations and departmental policies and procedures. This class is flexibly staffed with and differs from Vocational Rehabilitation Counselor 1* in that an incumbent of the latter is learns to provide a program of vocational rehabilitation.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree and one year of full-time professional-level experience in social work, counseling, clergy, education, human resources management, nursing, or full-time rehabilitation experience involved in determining eligibility criteria, counseling, or planning rehabilitation services for handicapped persons; additional graduate coursework in vocational rehabilitation, a social science, or a behavioral science may be substituted for the required experience on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must possess a valid motor vehicle operator’s license at the time of appointment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WEBSITE DEVELOPER 1

SUMMARY: Under general supervision, is responsible for professional Web site development work of average difficulty involving the creation of Web pages for Intranet/Internet websites; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Website Developer series. An employee in this class creates Web pages for a department’s Web site including the layout of content, graphics development, and maintenance of current information. This class differs from a Website Developer 2 in that an incumbent of the latter either leads others in designing and developing pages and special projects for the Web site or performs Web based applications programming in developing a Web site.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of professional work in one or a combination of the following: 1) Web site design or management, 2) computer programming, or 3) graphic design.

Substitution of Experience for Education: Qualifying professional experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) Web site design or management, 2) computer programming, or 3) graphic design (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

OR

Graduation from an accredited college or university with an associate’s degree in one of the following: 1) Web site design or management, 2) computer programming, or 3) graphic design and experience equivalent to one year of professional work in one or a combination of the following: 1) Web site design or management, 2) computer programming, or 3) graphic design.

OR

Possession of a certificate (equivalent to 45 quarter hours) in Web site design or Web site management from an accredited technical or community college and experience equivalent to one year of professional work in one or a combination of the following: 1) Web site design or management, 2) computer programming, or 3) graphic design.

Note: A transcript is required for a proper evaluation for this class.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

WILDLIFE BIOLOGIST 2*

SUMMARY: Under general supervision, is responsible for professional wildlife or fish management work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Wildlife Biologist sub-series. An employee in this class is responsible for planning, participation in, and coordination of a regional or other non-statewide program or project for fish and wildlife management or research. Work involves planning, conducting, and interpreting biological studies; developing and coordinating regional or other non-statewide program activities; and giving consultation to field personnel on specific programs. This class is flexibly staffed with and differs from that of Wildlife Biologist 1 in that an incumbent of the latter acts in an entry level capacity learning the methods and procedures of performing professional wildlife or fisheries management work. This class differs from that of Wildlife Biologist 3 in that an incumbent of the latter is responsible for a statewide program.

MINIMUM QUALIFICATIONS

Education and Experience: Possession of a master's degree from an accredited college or university in wildlife or fish management or closely related field and experience equivalent to one year of fulltime professional wildlife resources work; qualifying full-time professional wildlife or fisheries experience may be substituted for the required education on a year-for-year basis to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE CRIMINAL INVESTIGATOR

SUMMARY: Under general supervision, performs wildlife related criminal investigations work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class collects, analyzes, and documents information gathered during investigations of person(s) seeking to illegally place the state's natural resources into state, national, and international markets. Work involves both covert and overt investigations of violations such as the illegal purchase, sale, possession, hunting and/or transportation of wildlife or breeches of professional conduct by agency employees. Employees will be required to travel throughout the state extensively and may lead other agency employees during investigations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife or fisheries biology, or criminal justice and three years of full-time wildlife investigative work that includes undercover operations.

Necessary Special Qualifications: Applicants for this class must:

- (1.)be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

WILDLIFE ENFORCEMENT ASSISTANT MANAGER

SUMMARY: Under general direction, is responsible for professional management work of above average difficulty assisting in managing statewide wildlife and boating law enforcement programs; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class functions as the assistant manager of wildlife law enforcement or boating law enforcement for the Tennessee Wildlife Resources Agency. This work involves assisting in the planning, supervision, and coordination of law enforcement or boating activities and programs, and the enforcement of agency rules, regulations, and policies on a statewide basis. This class differs from Wildlife Officer Supervisor in that an incumbent of the latter supervises wildlife law enforcement staff and activities in a specific geographical area. This class differs from Wildlife Safety Officer 2 in that an incumbent of the latter coordinates a statewide wildlife and boating safety education program. This class differs from Wildlife Manager 5 in that an incumbent of the latter manages a statewide wildlife program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field and experience equivalent to four years of increasingly responsible full-time professional wildlife or boating enforcement work.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of required experience).

OR

Four years of increasingly responsible professional wildlife or boating enforcement experience with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

WILDLIFE MANAGER 1

SUMMARY: Under general supervision, is responsible for professional wildlife management work of average difficulty in the implementation of wildlife management practices in a moderate-sized wildlife area or facility; assists in the implementation of management practices in a large, complex wildlife area or facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs a variety of activities associated with the management of wildlife. Work involves wildlife habitat development and maintenance, public relations activities, facilities maintenance, and assisting in research data collection. This class differs from that of Wildlife Manager 2 in that an incumbent of the latter is responsible for a larger, more complex wildlife area or management responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife or fisheries biology.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in zoology, biology, forestry, ecology, agriculture or animal science including at least thirty quarter hours of wildlife or fisheries course work.

Note: A transcript is required for a proper evaluation for this class.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver's license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Computer Administered Test 60%, Supplemental Application 40%, for Career Service positions.

WILDLIFE MANAGER 2

SUMMARY: Under general supervision, is responsible for advanced professional wildlife management work of average difficulty and supervisory work of routine difficulty in the implementation of wildlife management practices in a large wildlife area or facility; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class leads in a variety of activities associated with the management of wildlife, wildlife lands, and fish and fish facilities. Work involves leading in wildlife habitat development and maintenance, public relations activities, research data collection, and facilities maintenance. This class differs from that of Wildlife Manager 1 in that an incumbent of the latter is responsible for overseeing a moderate-sized wildlife area or facility. This class differs from that of Wildlife Manager 3 in that an incumbent of the latter is responsible for multiple wildlife management areas and fisheries programs.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology, or other related acceptable field and experience equivalent to two years of full-time professional wildlife resources work; additional graduate coursework in wildlife management or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver’s license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE MANAGER 3

SUMMARY: Under general supervision, is responsible for professional wildlife management or wildlife biology work of considerable difficulty and supervisory work of average difficulty in the planning, supervision, and coordination of wildlife management practices in a large geographic area or the conducting of wildlife biological surveys on a statewide or regional basis; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises and participates in a wide variety of activities associated with the management of wildlife, wildlife lands, and fish or for planning, participating in, and coordinating a statewide or regional program or project for fish and wildlife management. Work involves the supervision of wildlife management staff and their activities, collection and analysis of research data, the planning, coordination, and evaluation of area wildlife programs, planning, conducting, and interpreting biological studies, developing, and coordinating statewide or regional program activities, and giving consultation to regional personnel on specialty areas, such as endangered species, fisheries, non-game and game animals, furbearing animals, water fowl, and water resources and pollution. This class differs from that of Wildlife Manager 2 in that an incumbent of the latter is responsible for one wildlife area or refuge or biological collection and analysis on a regional basis. This class differs from that of Wildlife Manager 4 in that an incumbent of the latter acts as an assistant to the regional manager or staff specialist in wildlife planning, research and environment planning.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology or other related acceptable field and experience equivalent to three years of full-time increasingly responsible professional wildlife resources work; additional graduate coursework in wildlife management or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver’s license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE MANAGER 4

SUMMARY: Under direction, is responsible for professional management work of average difficulty assisting in directing wildlife enforcement and management activities and personnel in a large region of the state or wildlife planning, research, and environmental staff work in the comprehensive planning and review of statewide wildlife programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the assistant regional manager or assistant division chief in the field of wildlife management or the staff planning specialist level in the field of wildlife management and conservation program planning. An employee in this class assists in planning, supervising, and coordinating the management of wildlife activities and the enforcement of agency rules, regulations, and policies in an assigned region or plans, develops, coordinates, and administers comprehensive wildlife programs involving long range planning, research studies, and environmental impact factors. This class differs from that of Wildlife Manager 3 in that an incumbent of the latter coordinates wildlife management in a large geographic area or wildlife biological management on a statewide or regional basis. This class differs from that of Wildlife Manager 5 in that an incumbent of the latter supervises the Wildlife Manager 4.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field and experience equivalent to four years of increasingly responsible fulltime professional wildlife resources work.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in wildlife and fisheries management, wildlife and fisheries biology, or other related acceptable wildlife management field may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver’s license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

WILDLIFE OFFICER 1

SUMMARY: Under general supervision, is responsible for professional wildlife field enforcement and management work of average difficulty in the state wildlife resources management program; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry working class in the field of Wildlife Enforcement and Management. An employee in this class is responsible for a variety of law enforcement and wildlife management activities in an assigned district. As the principal enforcement officer in a district an employee interprets and enforces game and fish laws and provides general information to the public. This class differs from that of Wildlife Officer 2 in that an incumbent of the latter has supervisory responsibility over a group of wildlife officers.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree in wildlife or fisheries management, wildlife or fisheries biology.

OR

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in zoology, biology, forestry, ecology, agriculture or animal science including at least thirty quarter hours of wildlife or fisheries course work.

Note: A transcript is required for a proper evaluation for this class.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Computer Administered Test 60%, Supplemental Application 40%, for Career Service positions.

WILDLIFE OFFICER 2

SUMMARY: Under general supervision, is responsible for professional wildlife field enforcement and management work of average difficulty and supervisory work of routine difficulty in the state wildlife resources management programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the minor supervisor class in the field of Wildlife Enforcement and Management. An employee in this class leads in a variety of law enforcement and wildlife management activities in a moderate-sized geographical area. Work involves assisting the area in supervision, scheduling, and evaluating area wildlife personnel and activities. Work is performed independently with general guidelines from the area supervisor. This class differs from that of Wildlife Officer 1 in that an incumbent of the latter has no lead responsibilities. This class differs from that of Wildlife Officer 3 in that an incumbent of the latter supervises all Wildlife Officers and activities in an assigned geographic area.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology or other related acceptable field and experience equivalent to two years of full-time responsible professional wildlife enforcement work; additional graduate coursework in the above or related fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year; OR two years of experience as a Wildlife Officer 1 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE OFFICER SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional wildlife field supervisory enforcement work of average difficulty in the state wildlife resources management program; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the field of wildlife enforcement and management. An employee in this class is responsible for supervising and coordinating the activities of a group of wildlife officers in a moderate-sized geographic area. Work includes enforcement of state game laws, wildlife research and management activities, budget preparation, and report writing. Work is performed under general supervision of the regional manager. This class differs from that of Wildlife Officer 2 in that an incumbent of the latter is a lead worker and acts as an assistant to the Wildlife Officer Supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife or fisheries management, wildlife biology, or other related acceptable field and experience equivalent to three years of full-time increasingly responsible professional wildlife enforcement work; additional graduate coursework in the above or related field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year;

OR

one year of experience as a Wildlife Officer 2 or Wildlife Safety Officer 1 with the State of Tennessee.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE SAFETY OFFICER 1

SUMMARY: Under general supervision, is responsible for professional wildlife instruction or public information work of average difficulty in coordinating and conducting classes in wildlife safety education or administering a public information program; and performs related work as required.

DISTINGUISHING FEATURES: This is the working class in the field of wildlife safety education and public information. An employee in this class plans, organizes, teaches, and coordinates courses on boating and hunting safety or administers a comprehensive public information program. Work is performed independently within general policy guidelines. This class differs from that of Wildlife Safety Officer 2 in that an incumbent of the latter is responsible for the development and management of the statewide safety education program.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife management or other related acceptable field and experience equivalent to three years of full-time responsible professional wildlife resources work; qualifying full-time professional experience in wildlife resources may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in wildlife management or related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE SAFETY OFFICER 2

SUMMARY: Under general supervision, is responsible for professional staff instruction work of average difficulty and supervisory work of routine difficulty in the development and coordination of the state wildlife safety education programs; and performs related work as required.

DISTINGUISHING FEATURES: This is the highest class in the field of wildlife safety education. An employee in this class is responsible for administering, coordinating, and promoting the state boating and hunting safety program. Work includes the supervision of a small professional and clerical staff. This class differs from that of Wildlife Safety Officer 1 in that an incumbent of the latter is responsible for an assigned geographic or specialized content area and does not have statewide program responsibility.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in wildlife management or other related acceptable field and experience equivalent to four years of full-time increasingly responsible professional wildlife resources work; qualifying full-time professional experience in wildlife resources may be substituted for the required education, on a year-for- year basis, to a maximum of four years; additional graduate coursework in wildlife management or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE TECHNICIAN 1

SUMMARY: Under general supervision, performs wildlife conservation work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry/working class in the Wildlife Technician sub-series. Employees in this class perform wildlife conservation work in one of the following specialty areas: creel surveys, state lake operation and maintenance, fish attractor construction and fish data collection, wildlife area operation and maintenance, or hatchery operation and maintenance. This class differs from Wildlife Technician 2 in that incumbents of the latter perform wildlife conservation duties of greater scope and complexity and/or act as lead workers.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to one year of fulltime wildlife conservation, forestry, farming or closely related work; qualifying coursework at an accredited college or university may be substituted for the required experience on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver’s license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

WILDLIFE TECHNICIAN 2

SUMMARY: Under general supervision, performs wildlife conservation work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working/lead class in the Wildlife Technician sub-series. Employees in this class either (1) lead Wildlife Technician 1’s in wildlife conservation work in one of the following specialty areas: state lake operation and maintenance, fish attractor construction and fish data collection, wildlife area operation and maintenance, or hatchery operation and maintenance; or (2) perform advanced working level conservation work either in conducting stream surveys or in performing records clerk/tour guide duties at a hatchery. This class differs from Wildlife Technician 1 in that incumbents of the latter perform wildlife conservation duties of lesser scope and complexity and do not act as lead workers.

MINIMUM QUALIFICATIONS

Education and Experience: Experience equivalent to three years of full-time wildlife conservation, forestry, farming, or closely related work; qualifying coursework at an accredited college or university may be substituted for the required experience on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.
- (13.) upon appointment, successfully acquire a valid commercial driver’s license/endorsement in some positions.
- (14.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.

Necessary Special Qualifications 1, 2, 3, 8, 9, 10 and 11 apply only to those positions required to carry a firearm.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.